



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
August 7, 2013

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday August 7, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Moment of Silence in Memory of Former Director/President Ray Tetreault

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

1. Contra Costa Library

D. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. Fire District Report
4. East Contra Costa Fire Protection District Report
5. Supervisor Mary Piepho, District III Report

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

***These meetings are held Quarterly*

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated July 16, 2013
2. Approve Register of District Invoices
3. Adopt Resolution No. 2013-16 Assigning Check Signing Signature Authority
4. Consider and Approve Upgrade to Current Security Camera System (Wastewater Facilities)

G. PUBLIC HEARING to Consider the Following

1. Town of Discovery Bay Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessments Report for the Fiscal Year 2013-2014; continue Collection of Assessments on County Tax Roll and adoption of Resolution No. 2013-15
2. Town of Discovery Bay proposed combined rate increase pertaining to Water and Wastewater services for FY 2013-14 through FY 2016-17 and Approval and Adoption of Resolution No. 2013-14 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll

H. NEW BUSINESS AND ACTION ITEMS

1. Appointment of Board Members to District Representative Committee Positions

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT

K. GENERAL MANAGER'S REPORT

L. DISTRICT LEGAL COUNSEL REPORT

1. Board Communication to the Public

M. COMMITTEE UPDATES – Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated June 26, 2013
2. Community Center Status Report (No written report)

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa County Aviation Advisory Committee meeting minutes April 11, 2013
2. R – Contra Costa County Aviation Advisory Committee meeting minutes May 9, 2013
3. R – East Contra Costa County Fire Protection District meeting minutes dated May 6, 2013
4. R – East Contra Costa County Fire Protection District meeting minutes dated June 3, 2013
5. R – Byron Municipal Advisory Council meeting minutes May 23, 2013

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting dated August 21, 2013 starting at 7:00 p.m. on 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up
Documentation
For Agenda Item # C



No Back Up
Documentation
For Agenda Item # D



No Back Up
Documentation
For Agenda Item # E



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Tuesday, July 16, 2013
SPECIAL MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

SPECIAL MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by Former President Ray Tetreault
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Former President Ray Tetreault – Stated his comments regarding the Appointment of a New Board Member. There was one other Public Comment Speaker

C. PRESENTATIONS

None

President Simon – Stated that the Agenda Item J-1 – Board Vacancy Appointment will be moved before Agenda Item D – President Report and Directors' Comments

Legal Counsel Rod Attebery – Provided the details regarding Agenda Item J-1 – Board Vacancy Appointment. There were three residents interested in the Board Vacancy – each stated their qualifications and discussed their reasons for seeking appointment to the Town of Discovery Bay Board of Directors:

Michael Gaffney – Provided the details of his strengths and qualifications. There was discussion between the Board of Directors and Michael Gaffney.

Marianne Wiesen – Provided the details of her strengths and qualifications. There was discussion between the Board of Directors and Marianne Wiesen.

Brian Enbom – Provided the details of his strengths and qualifications. There was discussion between the Board of Directors and Brian Enbom.

President Simon – Nominations Opened

Nominated by: Vice-President Graves to nominate Marianne Wiesen for the Board of Director vacancy

Second by: Director Steele

There was discussion within the Board.

Legal Counsel Rod Attebery – Provided additional details regarding the nomination process.

The discussion continued within the Board.

Vote – Motion Carried – AYES: 3 – President Simon, Vice-President Graves, Director Steele, NOES: 1 – Director Pease

President Simon – Thanked the other two applicants – Michael Gaffney and Brian Enbom and also thanked the newly appointed Board Member – Marianne Wiesen.

Vice-President Graves – Thanked the other two applicants – Michael Gaffney and Brian Enbom

Legal Counsel Rod Attebery – Stated that the appointee will take the Oath of Office

General Manager Howard – Administered the Oath of Office for the Town of Discovery Bay CSD appointee, Director Marianne Wiesen.

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Graves – Provided the report and details of the East Contra Costa Fire Protection District meeting dated July 8, 2013.

Vice-President Graves – Provided the report and details of the Contra Costa County Aviation Advisory Committee meeting dated July 11, 2013.

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous regular meeting dated July 3, 2013

2. Approve Register of District Invoices

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Steele

Vote: Motion Carried – AYES: 5 – President Simon, Vice-President Graves, Director Pease, Director Steele, Director Wiesen, NOES: 0

F. NEW BUSINESS AND ACTION ITEMS

1. Consideration, approval and adoption Resolution No. 2013-13 to revise Park Rules and Regulations forms and fees for the Town of Discovery Bay CSD owned and maintained parks and facilities

General Manager Howard – Provided details of item F-1

Parks and Landscape Manager – Provided additional details of item F-1. There was discussion between the Parks and Landscape Manager and the Board.

Motion by: Vice-President Graves to approve and adopt Resolution No. 2013-13 adopting revised Park Rules & Regulations and Reservations forms and fees for the Town of Discovery Bay CSD owned and maintained parks and facilities

Second by: Director Pease

Vote: Motion Carried – AYES: 5 – President Simon, Vice-President Graves, Director Pease, Director Steele, Director Wiesen, NOES: 0

2. Community Movie Night(s) at Discovery Bay Community Center

General Manager Howard – Provided details of item F-2. There was discussion between the General Manager, the applicant, the Parks and Landscape Manager, and the Board.

Motion by: Vice-President Graves to approve Community Movie Night(s) at Discovery Bay Community Center on Friday nights beginning July 19, 2013 and running through September 6, 2013 and movies that are displayed shall not exceed a PG rating from the Motion Picture Association of America (MPAA) and that the fee charge for the Discovery Bay Community Center be \$100.00 per event which includes the out of pocket expenses and to waive the five days on the first event.

Second by: Director Steele

Vote: Motion Carried – AYES: 5 – President Simon, Vice-President Graves, Director Pease, Director Steele, Director Wiesen, NOES: 0

3. Annual Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2013-2014 and Approve and Adopt Resolution 2013-12

General Manager Howard – Provided details of item F-3. There was discussion between the General Manager, the Parks and Landscape Manager, and the Board.

Motion by: Director Pease to accept Engineer's Report and Adopt Resolution No. 2013-12 authorizing the Intent to Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2013-2014

Second by: Director Steele

Vote: Motion Carried– AYES: 5 – President Simon, Vice-President Graves, Director Pease, Director Steele, Director Wiesen, NOES: 0

G. VEOLIA REPORT

1. Veolia Report for the Month of June 2013

Project Manager Fermin Garcia – Provided the details of the June 2013 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board.

H. MANAGER'S REPORTS

None

I. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Provided details in regards to his vacation, orientation information for the newly appointed Director – Marianne Wiesen, lifeguards at the Community Center pool, and the Pickleball Construction to be complete next week.

J. DISTRICT LEGAL COUNSEL REPORT

1. Board Vacancy Appointment

This item moved before Agenda Item D – President Report and Directors' Comments

K. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

Vice-President Graves – Provided the meeting dated for the Community Center Committee dated Monday, July 29, 2013

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Discovery Bay P6 Zone Citizen Advisory Committee meeting minutes dated April 15, 2013
2. R – State Route 4 Bypass meeting minutes dated June 13, 2013
3. R – Byron Municipal Advisory Council meeting minutes dated June 20, 2013
4. R – Letter from the Contra Costa County Office of the Sheriff regarding the funding allocation of the Byron Union School Resource Officer (SRO) dated June 26, 2013

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

1. Community Center work sessions

O. ADJOURNMENT

The meeting adjourned at 8:12 p.m. to the next Regular meeting dated August 7, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 07.29.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 07, 2013

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 447,728.70

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2013/2014

AGENDA ITEM: F-2

Request for authorization to pay invoices (RFA)
For the Meeting on August 07, 2013
Town of Discovery Bay CSD
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Bill Pease	July 2013	Expense Report July 2013	07/26/13	\$230.00
Brut Force Janitorial	7	Janitorial Service July 2013	07/17/13	\$183.75
Brut Force Janitorial	7	Janitorial Service July 2013 (Z57,Z61)	07/17/13	\$50.00
Cash	1	Petty Cash for Community Center Pool	07/16/13	\$1,100.00
Chris Steele	July 2013	Expense Report July 2013	07/25/13	\$575.00
Chris Steele	July 2013	Expense Report July 2013	07/25/13	\$9.04
County Clerk - CCC	2	NOE-Ravenswood Improvement	07/30/13	\$50.00
County of Contra Costa Public Works Dept	917183	Encroachment Permits, Holiday Banners	07/09/13	\$346.56
Discovery Pest Control	492725	Pest Control July 2013	07/16/13	\$68.00
Express Employment Professionals	12773524-9	Admin Asst Week Ending 07/14/13 (Z57,Z61)	07/17/13	\$238.70
Freedom Mailing Service, Inc	22899	Water Bill Processing July 2013	07/12/13	\$1,128.83
Jay & Gail Armstrong	2596 CRESCENT WAY	Closed Acct, Refund Overpayment	07/30/13	\$38.17
Henson Plumbing, Inc.	41562	Drinking Fountain Repair (Z57)	07/22/13	\$122.50
Lesley Marable	July 2013	Expense Report July 2013	07/24/13	\$19.89
MailFinance	N4102806	Postage Machine Lease Aug 2013	07/18/13	\$69.68
Mark Simon	July 2013	Expense Report July 2013	07/26/13	\$200.00
Neopost (Postage Account)	7900044908384658/713	Postage	07/07/13	\$202.68
Neumiller & Beardslee	256926	Services through 06/30/13	07/15/13	\$4,675.05
Neumiller & Beardslee	256929	Hofmann v. TODB	07/15/13	\$1,007.84
Odyssey Landscape Co, Inc.	36038945	Monthly Maintenance July 2013 (Z35,Z57,Z61)	07/20/13	\$7,397.47
Office Depot	664127748001	Office Supplies	07/04/13	\$17.11
Office Depot	664127801001	Office Supplies	07/05/13	\$397.76
Office Depot	665088323001	Office Supplies	07/12/13	\$160.42
Office Depot	665088413001	Office Supplies	07/12/13	\$124.51
Office Depot	665186982001	Office Supplies	07/15/13	\$35.78
Office Depot	665186983001	Office Supplies	07/15/13	\$7.58
Office Depot	667279388001	Office Supplies	07/18/13	\$68.84
ReliaStar Life Insurance Company	#JR52 457(B) 073113	457(b) for 07/16/13-07/31/13	07/31/13	\$849.56
SDRMA	13147	Ancillary Benefits August 2013	07/25/13	\$760.97
Shred-It	9402170207	Shredding Service June 2013	06/27/13	\$70.99
Sol Inc.	12738	Solar Lighting Project Tax	07/24/13	\$246.67
Upper Case Printing, Ink.	7225	Envelope Order	07/09/13	\$69.40
Village Nurseries Wholesale, LLC	206853	Plants for Newport Dr (Z61)	07/11/13	\$988.92
Wingard Engineering, Inc.	1	Solar Lighting	07/18/13	\$1,763.00
Zee Medical Service Company	724505898	Safely Cabinet Supplies	07/19/13	\$72.14
			Administration	Sub-Total
				\$23,346.81
Water				
Brut Force Janitorial	7	Janitorial Service July 2013	07/17/13	\$17.50
City of Antioch	AR136444	Annual ECWMA Dues	07/22/13	\$375.00
Contra Costa County Treasurer-Tax Collect	CF4876XC/061413	Boat Property Tax 2013-2014	06/14/13	\$15.45
County Clerk - CCC	1	NOE-Increase Water & Wastewater	07/30/13	\$20.00
County of Contra Costa Public Works Dept	917183	Encroachment Permits	07/09/13	\$1,019.39
County of Contra Costa Public Works Dept	917184	Encroachment Permits	07/09/13	\$1,312.06
eCivis, Inc.	102911	Grants Management Software	07/10/13	\$700.00
Express Employment Professionals	12741565-1	Laborer Week Ending 07/07/13	07/10/13	\$230.28
Express Employment Professionals	12773524-9	Laborer Week Ending 07/14/13	07/17/13	\$287.84
Golden State Flow Measurement, Inc	I-038230	1 Water Meters"	07/08/13	\$9,027.22
J.W. Backhoe & Construction, Inc.	1923	Paved Bolinas & Cherry Hill	07/10/13	\$6,379.49
J.W. Backhoe & Construction, Inc.	1925	Leak on Wayfare Ct	07/10/13	\$4,836.13
J.W. Backhoe & Construction, Inc.	1926	Leak at Cabrillo Pt	07/10/13	\$6,639.60
J.W. Backhoe & Construction, Inc.	1930	Time & Material Hauling	07/17/13	\$342.76
J.W. Backhoe & Construction, Inc.	1931	Applied Crack Filler on Bolinas	07/17/13	\$427.25
J.W. Backhoe & Construction, Inc.	1932	Repair on Cabrillo Pt	07/17/13	\$437.00
Luhdorff & Scalmanini	28856	General Engineering Services	06/30/13	\$765.00
Luhdorff & Scalmanini	28858	Well 4 Destruction	06/30/13	\$1,425.00
Neumiller & Beardslee	256926	Services through 06/30/13	07/15/13	\$793.75
Neumiller & Beardslee	256928	SWWC Litigation	07/15/13	\$116.19
Pacific Gas & Electric	2943721807-5/071213	Electric & Gas Bill 06/11/13-07/12/13	07/12/13	\$49,730.23
R & B Company	S1362196.001	Misc Repair Parts	07/09/13	\$1,001.81
R & B Company	S1363409.001	Misc Repair Equipment	07/17/13	\$603.22

ReliaStar Life Insurance Company	#JR52 457(B) 073113	457(b) for 07/16/13-07/31/13	07/31/13	\$50.00
Roadrunner Drilling & Pump Company	556-13	Destruction of Well 4	07/23/13	\$30,445.25
SDRMA	13147	Ancillary Benefits August 2013	07/25/13	\$4.28
Sue Heintl	JULY 2013 (2)	July Expense Report	07/26/13	\$5.88
Univar	SJ561262	Chemicals Delivered 07/02/13	07/02/13	\$274.83
Univar	SJ561263	Chemicals Delivered 07/02/13	07/02/13	\$205.10
Univar	SJ562605	Chemicals Delivered 07/10/13	07/10/13	\$356.87
Univar	SJ562606	Chemicals Delivered 07/10/13	07/10/13	\$360.98
Univar	SJ564219	Chemicals Delivered 07/17/13	07/17/13	\$246.12
Univar	SJ564228	Chemicals Delivered 07/17/13	07/17/13	\$348.67
UPS	000012X417293	Shipping Cost for Well 7 Project	07/20/13	\$54.23
Veolia Water North America	29382	Monthly R&M June 2013	07/15/13	\$3,737.17
Veolia Water North America	29935	Monthly O&M August 2013	08/01/13	\$38,628.78
Yusen Logistics	7938660-1	Shipping for Non Working Fireflys	07/23/13	\$339.64

Water Sub-Total \$161,559.97

Wastewater

American Retrofit Systems	352	Install Contactors at WWTP1	07/09/13	\$2,635.00
American Retrofit Systems	353	Re Wire Rotor 4 Contactor	07/09/13	\$500.00
American Retrofit Systems	356	Charge AC Unit on GEHL	07/19/13	\$130.00
Brut Force Janitorial	7	Janitorial Service July 2013	07/17/13	\$26.25
County Clerk - CCC	1	NOE-Increase Water & Wastewater	07/30/13	\$30.00
County of Contra Costa Public Works Dept	917183	Encroachment Permits	07/09/13	\$596.41
eCivis, Inc.	102911	Grants Management Software	07/10/13	\$1,050.00
Express Employment Professionals	12741565-1	Laborer Week Ending 07/07/13	07/10/13	\$345.40
Express Employment Professionals	12773524-9	Laborer Week Ending 07/14/13	07/17/13	\$431.76
J.W. Backhoe & Construction, Inc.	1928	Replaced Valve Plant #2	07/17/13	\$4,185.00
J.W. Backhoe & Construction, Inc.	1929	Install Valve at Plant#2	07/17/13	\$1,830.70
Neumiller & Beardslee	256926	Services through 06/30/13	07/15/13	\$148.75
Nixon-Egli Equipment Co.	21303191	Automotive Supplies	07/11/13	\$119.91
Pacific Gas & Electric	7312115758-7/071213	Electric & Gas Bill 06/11/13-07/12/13	07/12/13	\$37,674.42
Phil's Diesel Clinic, Inc	56460	Generator Repair	05/15/13	\$2,512.39
Phil's Diesel Clinic, Inc	56467	VAC Truck Repair	05/15/13	\$962.52
Phil's Diesel Clinic, Inc	56787	VAC Truck Repair	07/09/13	\$562.51
ReliaStar Life Insurance Company	#JR52 457(B) 073113	457(b) for 07/16/13-07/31/13	07/31/13	\$75.00
SDRMA	13147	Ancillary Benefits August 2013	07/25/13	\$4.90
Sue Heintl	JULY 2013 (2)	July Expense Report	07/26/13	\$8.81
Town of Discovery Bay CSD	9-900-000-012-0.01	Water Bill 06/01/13-06/30/13	06/30/13	\$3.22
Veolia Water North America	29382	Monthly R&M June 2013	07/15/13	\$16,645.20
Veolia Water North America	29935	Monthly O&M August 2013	08/01/13	\$57,943.21

Wastewater Sub-Total \$128,421.36

Community Center

Community Center Sub-Total \$0.00

Grand Total \$313,328.14

Request For Authorization To Pay Invoices (RFA)
For the Meeting on August 07, 2013
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	354	Community Center-Timer for Pool Lights	07/17/13	\$550.00
American Retrofit Systems	355	Community Center-Repair Lighting, Install Power	07/17/13	\$1,732.00
American Retrofit Systems	358	Repair Charging System on Lift	07/22/13	\$50.00
American Retrofit Systems	359	Community Center-Air Conditioner Repair	07/26/13	\$100.00
American Retrofit Systems	361	Solar Lights	07/26/13	\$3,400.00
Brentwood Reprographics	2013-6274	Various Zone 8 Plans	06/20/13	\$75.52
Brentwood Tire Company	29321	Oil Change 2012 F150	07/30/13	\$55.96
Brut Force Janitorial	7	Janitorial Service July 2013	07/17/13	\$253.12
Carol McCool	July 2013	Community Center-Expense Report July 2013	07/30/13	\$244.96
Delta Blue Grass	0681641	Community Center-Grass	07/18/13	\$1,792.56
Delta Debris Box Service	830664	Community Center-40 YD Bin	06/30/13	\$610.99
DIRECTV	20949325792	Community Center-Final Bill	07/20/13	\$46.79
Discovery Locks & More, Inc.	10243	Community Center-Lock Repairs	07/24/13	\$539.33
Express Employment Professionals	12684167-5	Community Center-Assoc Week Ending 06/23/13	06/26/13	\$1,055.54
Express Employment Professionals	12711934-5	Community Center-Assoc Week Ending 06/30/13	07/03/13	\$1,019.96
Express Employment Professionals	12741565-1	Admin Asst Week Ending 07/07/13	07/10/13	\$220.80
Express Employment Professionals	12741565-1	Community Center-Admin Asst Week Ending 07/07/13	07/10/13	\$358.05
Express Employment Professionals	12773524-9	Admin Asst Week Ending 07/14/13	07/17/13	\$271.53
John Gillette	4	Community Center-Install Door	07/31/13	\$300.00
Kevin Lucas	1	Community Center-Reimb. of Missing Equipment	07/24/13	\$600.00
Lincoln Equipment, Inc.	SI217629	Community Center-Pool Chemicals	06/29/13	\$247.38
Lincoln Equipment, Inc.	SI219018	Community Center Swimming Pool Repair	07/17/13	\$595.02
Lincoln Equipment, Inc.	SI219113	Community Center-Pool Vacuum & Hose	07/17/13	\$2,324.07
Lincoln Equipment, Inc.	SI219118	Community Center-Umbrella, ProVac	07/17/13	\$189.88
Lincoln Equipment, Inc.	SI219500	Community Center-Flow Meter	07/22/13	\$169.68
Lincoln Equipment, Inc.	SI219680	Community Center-Pool Chemicals	07/24/13	\$243.21
Lincoln Equipment, Inc.	SI219345	Community Center-Misc. Pool Supplies	07/22/13	\$606.80
Lincoln Equipment, Inc.	SI219337	Community Center-Pool Chemicals	07/22/13	\$218.44
Lincoln Equipment, Inc.	SI219403	Community Center-Misc. Pool Supplies	07/22/13	\$2,628.58
National Aquatic Services, Inc.	2013-419	Community Center-Repairs & Maintenance	07/18/13	\$297.50
National Aquatic Services, Inc.	2013-421	Community Center-Swimming Pool Repair	07/18/13	\$14,750.00
National Aquatic Services, Inc.	2013-422	Community Center-Installation Light Fixtures	07/18/13	\$2,500.00
National Aquatic Services, Inc.	2013-423	Community Center-Acid Wash of Pool	07/18/13	\$2,500.00
National Aquatic Services, Inc.	2013-480	Community Center-Materials & Parts	07/31/13	\$311.06
National Aquatic Services, Inc.	2013-457	Community Center-Service Calls	07/30/13	\$637.50
Neumiller & Beardslee	256926	Community Center-Services through 06/30/13	07/15/13	\$454.50
Neumiller & Beardslee	256927	Community Center-Services through 06/30/13	07/15/13	\$810.00
Odyssey Landscape Co., Inc.	36038945	Monthly Maintenance July 2013	07/20/13	\$7,965.06
Pacific Gas & Electric	0869258994-1/071013	Electric & Gas Bill 06/10/13-07/10/13	07/10/13	\$528.06
Pacific Gas & Electric	5702839598-6/071013	Community Center-Electric & Gas Bill 06/10/13-07/10/13	07/10/13	\$972.42
Pacific Gas & Electric	5939734421-5/071713	Electric & Gas Bill 06/18/13-07/17/13	07/17/13	\$6,419.20
ProPet Distributors, Inc.	95776	Dogipot Liner Trash Bags	07/18/13	\$31.43
SDRMA	20513	Community Center-Cal Chamber Poster	05/02/13	\$25.00
SDRMA	72413	Community Center-Osha Poster	07/24/13	\$25.00
Sol Inc.	12738	Cornell Park Solar Lighting Project Tax	07/24/13	\$3,946.72
Sue Heint	July 2013	Community Center-Expense Report July 2013	07/22/13	\$33.00
Town of Discovery Bay CSD	193	Zone 8 Reimb Community Center Pool Petty Cash	07/16/13	\$1,100.00
Town of Discovery Bay CSD	9-900-000-002-6.02	Community Center Water Bill 06/01/13-06/30/13	06/30/13	\$1,161.45
Town of Discovery Bay CSD	9-900-000-004-2.01	Water Bill 06/01/13-06/30/13	06/30/13	\$1,687.68
Town of Discovery Bay CSD	9-900-000-004-2.02	Water Bill 06/01/13-06/30/13	06/30/13	\$608.87
Town of Discovery Bay CSD	9-900-000-004-2.03	Water Bill 06/01/13-06/30/13	06/30/13	\$532.19
Town of Discovery Bay CSD	9-900-000-004-2.04	Water Bill 06/01/13-06/30/13	06/30/13	\$448.27
Town of Discovery Bay CSD	9-900-000-004-2.05	Water Bill 06/01/13-06/30/13	06/30/13	\$97.13
Town of Discovery Bay CSD	9-900-000-004-2.06	Water Bill 06/01/13-06/30/13	06/30/13	\$407.44
Town of Discovery Bay CSD	9-900-000-004-2.07	Water Bill 06/01/13-06/30/13	06/30/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-2.08	Water Bill 06/01/13-06/30/13	06/30/13	\$13.65
Town of Discovery Bay CSD	9-900-000-004-2.09	Water Bill 06/01/13-06/30/13	06/30/13	\$76.25
Town of Discovery Bay CSD	9-900-000-004-4.01	Water Bill 06/01/13-06/30/13	06/30/13	\$2.90
Town of Discovery Bay CSD	9-900-000-004-4.02	Water Bill 06/01/13-06/30/13	06/30/13	\$68.09
Town of Discovery Bay CSD	9-900-000-004-4.03	Water Bill 06/01/13-06/30/13	06/30/13	\$653.32
Town of Discovery Bay CSD	9-900-000-004-4.04	Water Bill 06/01/13-06/30/13	06/30/13	\$8.34
Town of Discovery Bay CSD	9-900-000-004-4.05	Water Bill 06/01/13-06/30/13	06/30/13	\$23.64
Village Nurseries Wholesale, LLC	206853	Plants for Clipper Dr	07/11/13	\$462.44
Vintage Contractors, Inc.	4858	Pickle Ball Conversion	07/24/13	\$28,800.00
Vintage Contractors, Inc.	4859	Pickle Ball Conversion	07/22/13	\$997.99

Watersavers Irrigation Inc.	1339822-00	Community Center-Repairs & Maintenance	05/31/13	\$30.75
Watersavers Irrigation Inc.	1358950-00	Community Center-Repairs & Maintenance	07/16/13	\$216.95
Watersavers Irrigation Inc.	1359080-00	Community Center-Repairs & Maintenance	07/16/13	\$33.27
Watersavers Irrigation Inc.	1362033-00	Community Center-Repairs & Maintenance	07/23/13	\$104.71
Watersavers Irrigation Inc.	1362695-00	Community Center-Repairs & Maintenance	07/23/13	\$21.88
Wingard Engineering, Inc.	1	Cornell Park Lighting	07/18/13	\$27,976.75
			Total	\$128,244.70

Request For Authorization To Pay Invoices (RFA)
For the Meeting on August 07, 2013
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	358	Repair Charging System on Lift	07/22/13	\$50.00
Brut Force Janitorial	7	Janitorial Service July 2013	07/17/13	\$65.63
Express Employment Professionals	12741565-1	Admin Asst Week Ending 07/07/13	07/10/13	\$71.61
Express Employment Professionals	12773524-9	Admin Asst Week Ending 07/14/13	07/17/13	\$95.48
Odyssey Landscape Co, Inc.	36038945	Monthly Maintenance July 2013	07/20/13	\$2,827.22
Pacific Gas & Electric	0403377952-3/071013	Electric and Gas Bill 06/10/13-07/09/13	07/10/13	\$134.74
ProPet Distributors, Inc.	95776	Dogipot Liner Trash Bags	07/18/13	\$31.42
Town of Discovery Bay CSD	195	Zone 9 Reimb for NOE Ravenswood	07/30/13	\$50.00
Town of Discovery Bay CSD	9-900-000-004-3.01	Water Bill 06/01/13-06/30/13	06/30/13	\$44.05
Town of Discovery Bay CSD	9-900-000-004-3.02	Water Bill 06/01/13-06/30/13	06/30/13	\$2,369.54
Town of Discovery Bay CSD	9-900-000-004-3.03	Water Bill 06/01/13-06/30/13	06/30/13	\$387.92
Watersavers Irrigation Inc	1339824-00	Burlap Sheet	05/31/13	\$28.25
			Total	\$6,155.86



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 7, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adopt Resolution No. 2013-16 Assigning Check Signing Signature Authority

Recommended Action

Adopt Resolution No. 2013-16 Removing Former Town of Discovery Bay Board Member and President Ray Tetreault and adding Director Marianne B. Wiesen to the list of authorized signatories on the ECC Bank Accounts to sign checks from The Town of Discovery Bay CSD Checking Accounts for and on behalf of the Town Of Discovery Bay CSD.

Executive Summary

Due to the resignation of Town of Discovery Bay Board Member and President Ray Tetreault and the recent appointment of Director Marianne B. Wiesen, it is necessary to amend and authorize the District's check signing authority with ECC Bank. The adoption of Resolution 2013-16 will facilitate that process.

Fiscal Impact:

Amount Requested \$
Sufficient Budgeted Funds Available?:
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

Resolution No. 2013-16



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT (CSD)
TO REMOVE FORMER DIRECTOR RAY TETREAULT
AND ADD DIRECTOR MARIANNE B. WIESEN
ON THE DISTRICT'S ECC BANK ACCOUNTS,
A DIVISION OF BANK OF AGRICULTURE AND COMMERCE
TO SIGN ON CHECKS FROM THE TOWN OF DISCOVERY BAY CSD CHECKING ACCOUNTS
AND TO SIGN ON TRANSACTIONS WRITTEN FOR THE TOWN OF DISCOVERY BAY CSD CD ACCOUNT**

WHEREAS, the Town of Discovery Bay CSD desires to remove former Director, Ray Tetreault and add Director Marianne B. Wiesen on their five public bank accounts with ECC Bank, A Division of Bank of Agriculture and Commerce to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit, which are all listed below:

50017249 – Water and Wastewater (CSD)
50020304 – Discovery Bay Community Center
50306399 – Certificate of Deposit (CD)
22007884 – General Fund Account
22008560 – Deposit Holding Account

NOW, THEREFORE, BE IT RESOLVED that the Town of Discovery Bay CSD does the following:

1. That ECC Bank, A Division of Bank of Agriculture and Commerce, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby directed to remove former Director Ray Tetreault, and add Director Marianne B. Wiesen on the above five banking accounts to be able to sign on checks written and sign on transactions written from these accounts on behalf of the District.
2. The Town of Discovery Bay CSD Board of Directors require that valid signatures on checks written and transactions written from these accounts by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two Directors.
3. That this Resolution supersedes all previous Resolutions that have removed or added Directors on the District's ECC Bank Accounts, A Division of Bank of Agriculture and Commerce to sign on checks from the Town of Discovery Bay CSD Checking accounts and to sign on transactions written for the Town of Discovery Bay CSD CD Account.

PASSED AND ADOPTED this 7th day of August 2013 by the following vote:

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 7, 2013 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 7, 2013

Prepared By: Virgil Koehne, Water and Wastewater Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Consider and Approve Upgrade to Current Security Camera System (Wastewater Facilities)

Recommended Action

Direct staff to proceed with an upgrade of the District's security system

Executive Summary

The Town of Discovery Bay security camera system is over eight years old and is in need of upgrade. The current system is analog and the quality of the photos is poor, with a number of the cameras being black and white, The computer system is outdated and the software is no longer supported by the vendor.

Staff recommends that the server be replaced (including software) with an upgraded video surveillance system. The existing cameras are supported by the proposed system. However, once the new system is operational, staff will evaluate the quality and location of the cameras and make any necessary recommended camera additions and/or upgrades once the new server is in place. This upgrade will only impact the wastewater facilities at this time. It is staff's desire that once the fiber backbone (which is presently in development) is in place and improved internet access to the internet is made available (Comcast), other sites can then be added to the network.

Fiscal Impact: \$12,500.00

Amount Requested

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # 21-1100-39. **Category:**

Previous Relevant Board Actions for This Item

Attachments

AMS Quote - Replace Current Camera System Hardware and Software

AGENDA ITEM: F-4



visit us at www.ams.net

Price Quote
Order #77360

AMS.NET • 502 Commerce Way • Livermore, CA 94551 • phone (925) 245 - 6100 • fax (925) 245 - 6150

Town of Discovery Bay
Town of Discovery Bay 1800 Willow Lake Road Discovery Bay, CA 94505
ATTN: Virgil Koehne Phone: (925) 634-1131 Fax: (925) 513-2705

WWT1 &2 - ONNSI upgrade

Order	Project	Modified	Ship Via	Account Mgr.
77360	73478	4/23/2013		Jeff Souza

Products

	Item Description	Taxable	Qty	Unit Price	Total
	Base / Recording Server and Monitor One Week Storage				
1	NVR Server, Rack Mount Part #V2008M-10405RL NVR Server, Rack Mount, 3.1 GHz Quad Core CPU, Two Gb NIC, DVD, Onboard Graphics, 2000 GB RAID 5 Storage, 2008 Server w/RAID1, Keyboard & Mouse On-Net Surveillance Systems Inc OnSSI IP Video Surveillance IP Video Surveillance	Y	1	\$6,517.69	\$6,517.69
2	LED Color Monitor Part #TME19W LED Color Monitor, 1366x768, 1000:1 Contrast Ratio, 300cd/m2, 5ms Response, Speakers, BNC, VGA & DVI/HDMI Inputs, 75mm x 75mm VESA, 18.5" On-Net Surveillance Systems Inc OnSSI IP Video Surveillance IP Video Surveillance	Y	1	\$201.25	\$201.25
	OnSSI Software and Licenses				
3	Ocularis-IS™ IP Video Recording Software Package Part #OC-IS On-Net Surveillance Systems Inc OnSSI IP Video Surveillance IP Video Surveillance	N	1	\$836.66	\$836.66
4	Software Upgrade Plan, OC-IS Base, Three Years Part #SUP-OC-IS-3Y On-Net Surveillance Systems Inc OnSSI IP Video Surveillance IP Video Surveillance	N	1	\$419.00	\$419.00
5	Ocularis-IS™ IP Device Connection Software License Part #OC-IS-1C On-Net Surveillance Systems Inc OnSSI IP Video Surveillance IP Video Surveillance	N	5	\$166.66	\$833.30
6	Software Upgrade Plan, OC-IS-1C, Three Years Part #SUP-OC-IS-1C-3Y On-Net Surveillance Systems Inc OnSSI IP Video Surveillance IP Video Surveillance	N	5	\$83.00	\$415.00

Products Total	\$9,222.90
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Labor

	Item Description	Taxable	Qty	Unit Price	Total
1	<p>Configuration (OnSSI)</p> <p>AMS.net will configure OnSSI Surveillance services throughout the site with broadcast capabilities over the IP infrastructure. AMS.NET will configure servers to provide recording, and storage for the Camera System. Retention time will be determined by how much storage capacity of each servers. AMS.NET will install and configure OnSSI software. Configure the server with IP address for network connectivity.</p> <p>AMS.NET will configure the OnSSI software for Surveillance operation management.</p> <p>** Camera cabling is not included in this quote. A seperate cabling quote will be provided by AMS.NET Cabling Dept. based on site walk if needed.</p> <p>Complete testing.</p>	n/a	1	\$1,500.00	\$1,500.00
2	<p>Firmware Upgrade for existing S2700e-VR IP Camera</p>	n/a	2	\$50.00	\$100.00
3	<p>Ocularis Video Surveillance Training 1/2 Day (4 Hours)</p> <p>Onsite training of Hacienda La Puente USD admin and staff for administration, operation and review of Ocularis-CS Surveillance Solution.</p> <p>4 hours of training will be provided by AMS.NET's Video Surveillance Engineer</p>	n/a	1	\$800.00	\$800.00

Labor Total	\$2,400.00
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Terms and Conditions Below

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.
2. Payment terms are Net 30. Payment made beyond 30 days are subject to a finance charger of 1.5% per month. Customer agrees to pay all collections costs and attorney fees or late payments if applicable. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.
3. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.
4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.
5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET will invoice and the customer will pay the actual shipping charge when identified.
6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET within 24 hours of delivery.
7. Returns will be accepted at AMS.NET discretion and only if merchandise is in an unopened box and the customer agrees to pay a restocking fee of 25% of the purchase price. All returns must have a valid RMA number from AMS.NET before returning.

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at www.ams.net/services/procurement_financing/

AMS.NET Tax ID: 94-3291629

C7 License: 763508

Order Summary

Products Total	\$ 9,222.90
Taxable Total	\$ 6,718.94
Shipping/Handling	\$ 125.11
Taxes (8.50%)	\$ 581.74
Labor Total	\$ 2,400.00
Total	\$ 12,329.75

8. The laws of the State of California will apply to this sale.
9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.
10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

Authorized Signature: _____ **Date:** _____

Print Name: _____ **Print Title:** _____



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 7, 2013

Prepared By: Fairin Perez, Parks and Landscape Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Public Hearing to Consider Town of Discovery Bay CSD Ravenswood Landscape Zone #9, Park, Lighting and Open Space Improvements District Assessments Report for the Fiscal Year 2013-2014; continue Collection of Assessments on County Tax Roll and adoption of Resolution No. 2013-15

Recommended Action

Approve and adopt Resolution 2013-15 Confirming the Engineers Report and Ordering the Levy and Collection of Charges for the Annual Assessments for Ravenswood Improvement District Assessments within the Town of Discovery Bay Community Services District for the Fiscal Year 2013-2014; continue Collection of Assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District

Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District–DB L&L Zone #9, the Board approved and adopted Resolution 2013-08 which directed HERWIT Engineering to prepare the 2013-14 assessment report. On July 16, 2013 the Board approved Resolution 2013-12 which adopted the Assessment Engineers Report submitted by HERWIT. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment shall be set at \$563.94; with a maximum allowable assessment of \$587.61. The final assessment for the 2013-14 fiscal year is \$563.94, which represents an increase of \$8.18 over the FY 2012-13 assessment of \$555.76.

In order to levy and collect the annual assessment, the Board must approve and adopt the attached resolution. Adoption of Resolution 2013-15 imposes the assessment on real property within DB L&L #9 and also approves the filing of the attached Notice of Exemption.

Fiscal Impact:

Amount Requested - \$50.00
Sufficient Budgeted Funds Available?: Yes
Zone # 9, 2479 Category: Operating

Previous Relevant Board Actions for This Item

Approval and adoption of Resolution 2013-08 on May 1, 2013; Directing HERWIT Engineering to prepare annual assessment for the Ravenswood Improvement District – DB L&L Zone #9
Approval and adoption of 2013-2014 Final Operating and Capital Improvement Budget for Discovery Bay Landscape and Lighting Zone #9, - June 19, 2013
Approval and adoption of Resolution 2013-12, Intention to Levy and Collect Annual Assessment for the Ravenswood Improvement District DB L&L #9 for the Fiscal Year 2013-14, July 16, 2013

Attachments

Resolution 2013-15, Confirming the Report and Ordering the Levy and Collection of Charges
Final Assessment Engineer's Report 2012-2013, DB L&L Zone #9
Notice of Exemption

AGENDA ITEM: G-1



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2013-15

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
CONFIRMING THE REPORT AND ORDERING THE LEVY AND COLLECTION OF
CHARGES FOR THE ANNUAL ASSESSMENTS FOR RAVENSWOOD IMPROVEMENT DISTRICT
ASSESSMENTS WITHIN THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FOR
THE FISCAL YEAR 2013-2014**

WHEREAS, all property owners in Ravenswood approved the formation of a landscaping, parks, lighting and open space assessment district pursuant to California Streets and Highways Code sections 22500 and following; and

WHEREAS, the formation of such district, and the levy of assessment on the real property therein was approved by the landowners in such district in accordance with California Constitution Article XIID (Proposition 218);

WHEREAS, the proposed assessments for the 2013-2014 fiscal year are within the limits approved by the landowners in accordance with Proposition 218;

WHEREAS, the assessments against the real property in each assessment area are not levied with regard to property values and these assessments are for the purpose of paying for the operation and maintenance of landscaping, parks, lighting and open space installed in such district; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. The above recitals are true and correct.
2. The report, diagram and assessment set forth in that report ("Report") prepared by HERWIT Engineers for the Ravenswood Improvement for fiscal year 2013-2014 is adopted and confirmed.
3. The assessment specified in the Report for the Ravenswood District, for fiscal year 2013-2014 is hereby imposed on the real property within such district for fiscal year 2013-2014.
4. The Board of Directors of the Town of Discovery Bay Community Services District orders the levy and collection of such assessments in accordance with California Streets and Highway Code sections 22645 and 22646.
5. The Secretary of the Board of Directors is authorized and directed to file the diagram and assessments, and any other necessary documents, with the Auditor-Controller of Contra Costa County in accordance with California Streets and Highway Code section 22641.
6. The President of the Board of Directors or the General Manager is authorized and directed to execute any documents necessary to carry out the intent of this Resolution.

7. The Secretary of the Board of Directors is authorized and directed to file a Notice of Exemption pursuant to Public Resources Code section 21080 (b)(8) and Title 14 California Code of Regulations section 15062.

PASSED, APPROVED AND ADOPTED THIS 7th DAY OF AUGUST, 2013.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 7, 2013, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary

**FINAL ASSESSMENT ENGINEER'S
REPORT**

Prepared for the

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space
Improvements District DB L&L #9**

For Fiscal Year 2013-2014

**Prepared by
HERWIT Engineering**

**6200 Center Street, Suite 310
Clayton, California 94517
(925) 672-6599**

JULY 2013



Town of Discovery Bay Community Services District

Director and President

Mark Simon

Director and Vice President

Kevin Graves

Director

Bill Pease

Director

Chris Steele

Director

Vacant

General Manager

Rick Howard

Water and Wastewater Manager

Virgil Koehne

Parks & Landscape Manager

Fairin Perez

District's Attorney

Neumiller & Beardslee

Assessment Engineer

HERWIT Engineering

Date: July 2013

**Assessment Engineers Report
For
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2013-2014 year, which consists of five (5) parts as follows.

PART A. Plans and Specifications

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

PART B. Estimate of Cost

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

PART C. Method of Apportionment of Assessment

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

PART D. District Diagram of Assessment

This part by reference of a diagram shows the parcel lot numbers that are within this District.

PART E. Property Owner List & Assessment Roll

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

Engineers Assessment Report for 2012-2013 year

During this time period the DB L&L #9, Zone #1 District financial report is as follows:

\$ 115,682 Annual assessments & investment revenue was received

\$ 94,602 Annual expenses grounds maintenance, capital improvements, and administrative expenses.

A copy of the income and expenses is attached to this report.

\$ 142,612 Fund total after 2012-2013 annual expenses.

Note: The expenses were lower for the 2012-2013 fiscal year than the previous fiscal years because no large capital improvements were constructed for the District. The expenses for the 2012-2013 were less than the assessment and revenue collected, resulting in an increase in the District's reserve account.

Current Assessment

The 2012-2013 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$555.76 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to large capital improvement projects, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

Inflation Adjustment to Maximum Assessment

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2013, the same CPI index is reported as 244.6. Based upon the change in the CPI, the new maximum assessment allowed for the 2013-2014 fiscal year is \$586.61.

Calculation of Maximum Reserve Account Balance

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2013-2014 fiscal year is \$ 586.61. This assessment is equally assessed to 203 parcels for an annual total of \$119,081.83. Therefore, the maximum Reserve Account Balance is \$ 238,163.66. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

New Assessment for 2013-2014 Fiscal Year

The District will incur normal expenses for the maintenance of the landscape District this year. The District will also incur minimal charges for completion of previously budgeted capital improvements construction projects this fiscal year. The estimated budget for 2013-2014 is \$ 114,479. This equates to \$ 563.94 per parcel for all 203 parcels, which is less than the maximum allowable assessment of \$ 586.61 per parcel, or \$ 119,081.83 maximum assessment.

Based on this report, the assessment for 2013-2014 tax year should be \$ 563.94 to maintain the current balance in the reserve fund. The assessment for the 2013-2014 fiscal year is then \$ 563.94 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.

NOTICE OF EXEMPTION

To: County Clerk
County of Contra Costa
555 Escobar Street
P.O. Box 350
Martinez, CA 94553

From: Town of Discovery Bay Community
Services District (CSD)
1800 Willow Lake Road
Discovery Bay, CA 94505

Project Title: Ravenswood Improvement District Annual Assessment

Project Location – Specific: Ravenswood Subdivision - Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.

Project Location – City: Town of Discovery Bay CSD **Project Location – County:** Contra Costa

Description of Nature, Purpose, and Beneficiaries of Project:

Levy of the annual assessment for fiscal year 2013--2014 for the landscaping, park, lighting and open space district, known as Ravenswood Improvement District - DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in the subdivision.

Name of Public Agency Approving Project: Town of Discovery Bay CSD

Name of Person or Agency Carrying Out Project: Town of Discovery Bay CSD

Exempt Status: *(check one)*

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number:
- Statutory Exemptions. State code number: Public Resource Code § 21080(b)(8); California Code of Regulations § 15273

Reasons why project is exempt: The formation of the assessment district and the levy of assessments is not designed to increase services or expand a system, but if for the purpose of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems for the Improvement District already determined to be installed pursuant to the various documents approving the Ravenswood subdivision.

Lead Agency

Contact Person: Rick Howard **Area Code/Telephone/Extension:** (925) 634-1131

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____

Date: 8/7/2013

Title: General Manager

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR:



Town of Discovery Bay

“A Community Services District”

AGENDA REPORT

Meeting Date

August 7, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Public Hearing to consider Town of Discovery Bay proposed combined rate increase pertaining to Water and Wastewater services for FY 2013-14 through FY 2016-17 and Approval and Adoption of Resolution No. 2013-14 Establishing Charges for Water and Wastewater Service and Continuing Collection of Water and Wastewater Service Charges on the County Tax Roll

Recommended Action

It is recommended that the Board of Directors: Approve and Adopt Resolution No. 2013-14 Establishing Charges for Water and Wastewater Service and Continuing Collection of the service charges on the Contra Costa County Tax Roll for FY 2013-14 through FY 2016-17, respectively.

Executive Summary

On June 5, 2012 the Board of Directors was presented the findings of the rate study recently completed by Bartle Wells Associates. BWA conducted a four year rate study for the four (4) year period beginning on July 1, 2013 and ending June 30, 2017. The proposed service rates have been developed in accordance with that action and scope of work. The *DRAFT* Rate Study is included and attached as a part of this report.

Pursuant to Proposition 218 approved by voters in 1996, each year the District finds it necessary to increase utility rates above the existing maximum Proposition 218 approved rate, a rate study and a public hearing must take place. It should be noted that the current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For the FY 2013-14 year, it is proposed that the rates increase 2.7% over current rates.

The proposed overall blended service rates reflect an increase of 2.7% for FY 2013-14 and 4% for each of the three subsequent years as noted in the BWA Rate Study, including automatic adjustments for a 5 year period pursuant to Government Code Section 53756. It should be noted that these maximum rates will continue thereafter (post FY 2016-17) and remain in effect until a subsequent Rate Study is completed and a Proposition 218 hearing is conducted.

The BWA rate study was determined based upon projected annual expenditures at the District in the Operating, Capital and Capital Replacement budgets for the next four (4) fiscal years. Additionally, this rate study and associated proposed rate adjustment(s) does not include any allowances for potential future development. The rates only provide for current Operations and Maintenance necessary to facilitate existing facility capital improvements as well as the infrastructure and vehicle replacement funds.

Based upon the proposed rate schedule (attached), It is projected that the FY 2013-14 rates will increase 2.7% for both water and sewer. The average homeowner in Discovery Bay with a 5,000-10,000 square foot parcel will see an increase of \$12.65 annually for water charges (\$1.05/month) and \$18.07 for sewer services (\$1.51/month), for a total increase of \$30.72 annually (\$2.56/month) for the FY 2013-14 period. The table below shows the impact over the 4 year forecast period:

	FY 2013/14 2.7%(Ann/Mo)	FY 2014/15 4.0%(Ann/Mo)	FY 2015/16 4.0%(Ann/Mo)	FY 2016/17 4.0%(Ann/Mo)	4 yr Total (Ann/Mo)
Water	\$12.12/\$1.01	\$18.44/\$1.54	\$19.18/\$1.60	\$19.94/\$1.66	\$69.68/\$5.81
Sewer	\$18.06/\$1.51	\$27.48/\$2.29	\$28.58/\$2.38	\$29.72/\$2.48	\$103.84/\$8.65
Total	\$30.18/\$2.52	\$45.92/\$3.83	\$47.76/\$3.98	\$49.66/\$4.14	\$173.52/\$14.46

(Continued)

Pursuant to Government Code §53755, on June 17, 2013 notices were mailed to all Discovery Bay property owners identifying the proposed rate structure for the 4 year period. As of the publication date of this report, 9 qualifying letters of protest have been received of the 5635 notices mailed. A copy of the notice is also attached. Any additional qualifying protests that are received after the publication date up to and including the Public Hearing will be presented at the Hearing.

Fiscal Impact:

Previous Relevant Board Actions for This Item

March 20, 2013: Authorize Water and Wastewater Rate Studies for the Periods FY 2013/14 through FY 2016/17 with Bartle Wells Associates
June 5, 2013: Receive presentation from BWA on the Four Year Rate Study
June 17 Accept Rates as proposed by BWA for the period FY 2013-14 through FY 2016-17

Attachments

BWA Proposed Rate Study for the period FY 2013-17
Public Notice and Proposed Rate Schedule
Copy of Rate Increase Chart 12-13 vs 13-14 \$ Amount 8-7-13
Resolution No. 2013-14

AGENDA ITEM: G-2

Town of Discovery Bay Community Services District



Water and Wastewater Rate Study

July 26, 2013



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue
Berkeley, CA 94703
T: 510-653-3399
www.bartlewells.com

July 26, 2013
Rick Howard, General Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

Re: Water and Wastewater Rate Study

Bartle Wells Associates (BWA) is pleased to submit to the Town of Discovery Bay Community Services District (District) the attached Water and Wastewater Rate Study. The report presents BWA's analysis of the capital and operating costs of the water and wastewater utilities. It lists the assumptions and rate design objectives used in BWA's analysis.

The report recommends updating rates and charges to more accurately recover the costs of providing service to the District's customers. Recommendations were developed with substantial input from District staff.

BWA finds that the water and wastewater rates and charges proposed in our report to be based on the cost of service, follow generally accepted rate design criteria, and adhere to the substantive requirements of Proposition 218. BWA believes that the proposed rates are fair and reasonable to the District's customers.

We enjoyed working with you on the rate study and appreciate the assistance and cooperation of District staff throughout the project. Please contact us if you ever have any future questions about this study and the rate recommendations.

Yours truly,

Thomas Gaffney, CIPFA
Principal

Alison Lechowicz
Financial Analyst

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Appendix 1: Water Bill Survey

Appendix 2: Wastewater Bill Survey

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Executive Summary

Bartle Wells Associates (BWA) was engaged by the Town of Discovery Bay Community Services District (District) to review the rates and charges of the water and wastewater enterprise funds and to recommend updates to better reflect the cost of providing service to the District's customers. Throughout this report, BWA makes a number of recommendations and conclusions which are provided below. Ultimately, BWA recommends annual inflationary cost increases not less than 4% per year. These rate increases are based on the cost of service, are fair to customers, and meet the substantive requirements of Proposition 218. A schedule of recommended rates is provided as Table ES-1.

Key Findings

- The District is in excellent financial shape, has positive net revenues, and has healthy fund reserves.
- The District recently sold \$14.15 million in water and wastewater enterprise revenue bonds at a favorable interest rate of 4.17% over a thirty year term.
- The Board of Directors has pledged to maintain revenues at a sufficient level to provide debt service coverage of 1.25 times the annual debt service payment.

Key Recommendations

- The water and wastewater rates and charges should be increased by 4% per year to keep up with inflationary cost increases.
- Proposition 218 allows agencies to implement rates and charges that are lower than those approved via the Prop 218 hearing process. If annual cost increases are less than 4%, the District has the option to increase rates and charges by the actual annual change in the Consumer Price Index.
- BWA finds the District's rate structure to be reasonable. Metered customers are charged a fixed meter fee in addition to a water usage charge based on actual water use. Unmetered water customers are billed on the annual tax roll.
- All residential customers are billed for wastewater service on the annual tax roll and all commercial customers are metered and billed a volume charge for actual wastewater flow.
- BWA finds that the meter charges for meters larger than 1" are inconsistent with the cost of providing service and should be scaled to the ratios recommended by the American Water Works Association.
- The District should continue to maintain emergency operating reserves of at least 180 days of operating expenses.
- The District should continue to meet or exceed the debt coverage legal requirement of 1.25 times the annual debt service payment.
- The District should continue to fund repair and replacement capital improvements to maintain the water and wastewater systems.

Rate Setting Legislation and Principles

In conducting this water and wastewater rate study, BWA adheres to the Proposition 218 requirements as described in this section. Subsequent sections provide the detailed, cost of service basis for BWA's rate recommendations.

Proposition 218

Proposition 218, the "Right to Vote on Taxes Act", was approved by California voters in November 1996 and is codified as Articles XIII C and XIII D of the California Constitution. Proposition 218 establishes requirements for imposing or increasing property related taxes, assessments, fees and charges. For many years, there was no legal consensus on whether water and sewer rates met the definition of "property related fees". In July 2006, the California Supreme Court essentially confirmed that Proposition 218 applies to water rates.

BWA recommends that the District follow the procedural requirements of Proposition 218 for all water and wastewater rate changes. These requirements include:

- **Noticing Requirement:** - The District must mail a notice of proposed rate increases to all affected property owners. The notice must specify the basis of the fee, the reason for the fee, and the date/time/location of a public rate hearing at which the proposed rates will be considered/adopted.
- **Public Hearing:** - The District must hold a public hearing prior to adopting the proposed rate increases. The public hearing must be held not less than 45 days after the required notices are mailed.
- **Rate Increases Subject to Majority Protest:** - At the public hearing, the proposed rate increases are subject to majority protest. If more than 50% of affected property owners submit written protests against the proposed rate increases, the increases cannot be adopted.

Proposition 218 also established a number of substantive requirements that are generally deemed to apply to utility service charges, including:

- **Cost of Service** - Revenues derived from the fee or charge cannot exceed the funds required to provide the service. In essence, fees cannot exceed the "cost of service".
- **Intended Purpose** - Revenues derived from the fee or charge can only be used for the purpose for which the fee was imposed.
- **Proportional Cost Recovery** - The amount of the fee or charge levied on any customer shall not exceed the proportional cost of service attributable to that customer.
- No fee or charge may be imposed for a service unless that service is used by, or immediately available to, the owner of the property. Standby charges shall be classified as "assessments" which are governed by Article 13D Section 4.

Charges for water, wastewater, and refuse collection are exempt from the additional voting requirements of Proposition 218 provided the charges do not exceed the cost of providing service and are adopted pursuant to procedural requirements of Proposition 218.

Rate Development Principles

In reviewing the District's current water rates and finances, BWA used the following criteria in developing our recommendations:

1. *Revenue Sufficiency:* Rates should recover the annual cost of service and provide revenue stability.
2. *Rate Impact:* While rates are calculated to generate sufficient revenue to cover operating and capital costs, they should be designed to minimize, as much as possible, the impacts on ratepayers.
3. *Equitable:* Rates should be fairly allocated among all customer classes based on their estimated demand characteristics. Each user class only pays its proportionate share.
4. *Practical:* Rates should be simple in form and, therefore, adaptable to changing conditions, easy to administer and easy to understand.
5. *Provide Incentive:* Rates provide price signals which serve as indicators to conserve water and to use water efficiently.

District Background

The District provides water supply, treatment, and delivery as well as wastewater collection, treatment, and disposal to approximately 14,000 residents. The Town last conducted a water and wastewater rate study in June 2011 which set rates through FY2013. This report provides recommended rates through FY2017.

Service Area and Customer Projections

The District provides service to about 5,700 single family, condominium, commercial, irrigation, and vacant parcels or accounts within the Town. About 1,900 parcels are metered and about 3,800 are unmetered. Metered customers are billed monthly for water use and are also charged a fixed fee which is billed on the annual property tax roll. Unmetered water customers are billed annual fixed charges on the property tax roll.

The District has 95 irrigation customers that are billed for water service but not for sewer service. All sewer customers are billed annually on the property tax roll. Residential customers are billed a flat annual fixed charge. Commercial customers are billed a volume wastewater rate based on actual wastewater flow.

Current Rates and Revenues

The District collects about \$2.65 million (net of delinquencies) in revenues from water service charges, see Table 1. Metered water use generates about \$930,000 annually or about one third of revenues. Fixed meter charges and unmetered customer charges generate about \$1.7 million annually or about two thirds of revenues. Fixed revenue sources provide financial stability for the District.

The typical metered residential customer has a 1" meter and uses 19 hundred cubic feet (ccf) per month. The typical monthly bill includes a \$8.99 fixed charge and \$25.86 in water usage charges (based on the rate of \$1.361/ccf times 19 units of water) which sum to a total monthly bill of \$34.85. The typical unmetered residential customer has a parcel size of 5,000 to 10,000 square feet and pays a fixed annual charge of \$448.92 or \$37.41 monthly. On average, unmetered customers use more water than metered customers and, thus, justifiably have a higher monthly cost than metered customers. The typical monthly bills for both metered and unmetered customers are low compared to other local agencies. Typical bills under FY2013 rates are shown in the Figures below.¹ Detailed bill calculations are provided in the Appendices.

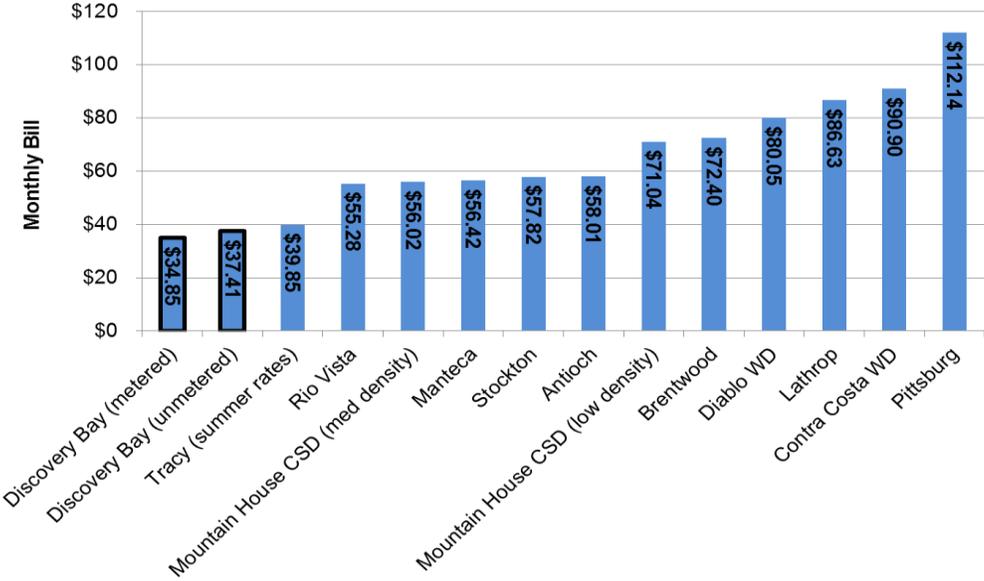
For FY2013, wastewater service charges provided about \$3.52 million (net of delinquencies) in revenue. The typical residential bill is \$669.24 annually or \$55.77 per month. The District's wastewater bill is at the higher end of regional agencies.

¹ BWA conducted the bills survey in early 2013 and based the bills, shown in the figures below, on the then-current rates of the agencies surveyed.

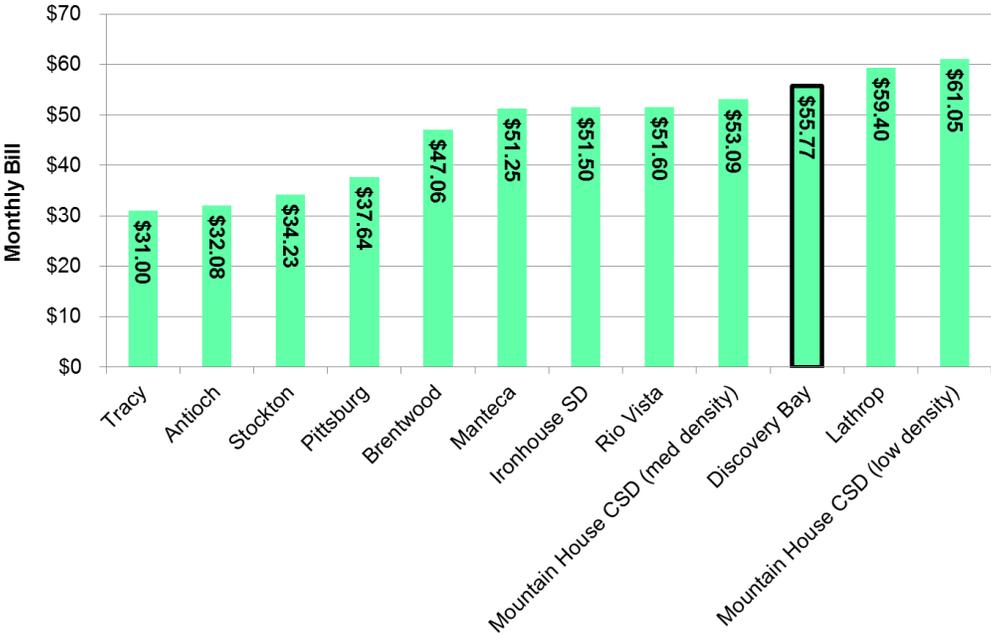
**Table 1
Town of Discovery Bay
Water and Wastewater Rate Study
Current FY2012/13 Service Charge Revenues**

Billed Monthly (Metered Customers)				Metered Rate (\$/ccf)		
Meter Size	No. of Meters	Monthly Fee	Meter Fee Annual Revenue	Estimated Annual Water Use (ccf)	Annual Water Use Fees	
Residential						
1"	<u>1,878</u>	\$8.99	\$202,599	458,000	\$623,000	
Subtotal Residential	<u>1,878</u>					
Nonresidential						
Sandy Cove Shop. Center						
1"	1	\$8.99	\$107.88			
2"	7	\$10.22	\$858.48			
Lakeview Business Plaza						
4"	1	\$19.30	\$231.60			
Other Metered						
1"	6	\$8.99	\$647.28			
1.5"	7	\$9.32	\$782.88			
2"	2	\$10.22	\$245.28			
3"	3	\$16.85	\$606.60			
4"	1	\$19.30	\$231.60			
Irrigation						
5/8"	1	\$2.57	\$30.84			
1"	19	\$2.90	\$661.20			
1.5"	15	\$3.22	\$579.60			
2"	25	\$4.12	\$1,236.00			
3"	2	\$10.75	\$258.00			
4"	5	\$13.21	\$792.60			
Subtotal Nonresidential	<u>95</u>		<u>\$7,269.84</u>	<u>228,000</u>	<u>\$310,000</u>	
Total Metered Customers	1,973		\$209,868	686,000	\$933,000	
					\$1,143,000	
Property Tax Roll	Number of Parcels		Annual Fee		Total Annual Revenues	
Type of Customer	Water	Sewer	Water	Sewer	Water	Sewer
Condos w/irrigation	50	50	\$354.96	\$501.96	\$18,000	\$25,000
Condos w/o irrigation	174	174	\$232.44	\$501.96	\$40,000	\$87,000
Vacant	360	355	\$176.00	\$224.00	\$63,000	\$80,000
Unmetered Water						
<5,000 SF	87	87	\$354.96	\$669.24	\$31,000	\$58,000
5,001 to 10,000 SF	2,867	2,867	\$448.92	\$669.24	\$1,287,000	\$1,919,000
>10,000 SF	337	337	\$542.88	\$669.24	\$183,000	\$226,000
Metered	<u>1,973</u>	<u>1,906</u>		\$669.24	\$0	\$1,276,000
Total	5,848	5,776			\$1,622,000	\$3,671,000
						\$5,293,000
				Summary	Water	Sewer
				Metered	\$1,143,000	\$1,276,000
				Unmetered	\$1,622,000	\$2,395,000
				4% Delinquency	(\$111,000)	(\$147,000)
				Total	\$2,654,000	\$3,524,000
						\$6,178,000

**Residential Water Bill Survey
(1" meter, 19 ccf per month)**

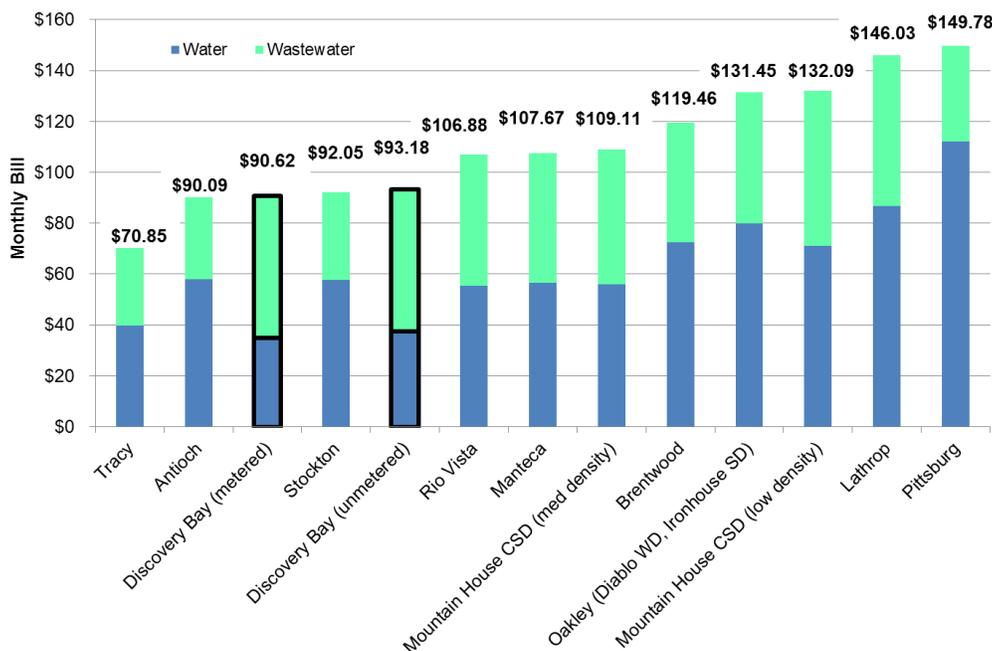


Residential Wastewater Bill Survey



BWA also reviewed the combined utility bill consisting of both water and wastewater. The District’s total utility bill is low compared with other local agencies.

**Residential Utility Bill Survey
(1" meter, 19 ccf per month)**



Meter Charges

BWA reviewed the District’s fixed meter charges and found that the charges for larger meter sizes should be increased. Typically, water agencies scale their meter charges to ratios developed by the American Water Works Association (AWWA) which are based on the demand or capacity in the system used by each meter. The capacity used by a 1” metered is considered the base meter equivalent. Larger meters sizes are scaled to the 1” meter. For example, under the AWWA standards, a 6” meter is equivalent to 20 residential customers with 1” meters, a ratio of 1:20. Using this ratio, a 6” meter should be charged the 20 times the 1” meter fee.

BWA found that the meter charges for larger meter sizes were too low when compared with the AWWA standards. This could result in commercial customers being undercharged for water service.

The recommended AWWA meter equivalents are shown in Table 2. By transitioning to the AWWA meter ratios, the District will increase the number of residential and commercial meter equivalents from 1,912 to 1,967.

For irrigation customers, BWA recommends that the District set the base meter size as 1”. The District currently has one irrigation customer with a 5/8” meter. BWA recommends that this customer be charged the fixed fee of the 1” meter. BWA also recommends that the District transition the irrigation meter fees to the AWWA meter ratios. The number of irrigation meter equivalents is recommended to increase from 115 to 193.

In the past, the District has increased the meter charges of the irrigation class while commercial and residential meter charges have decreased. To minimize the long term impacts to the irrigation class, BWA proposes that the irrigation meter charges be scaled to the 1" meter charge which is recommended as \$2.79 per month.

The meter charges for residential and commercial customers are larger than irrigation customers due to the cost of fire protection service which is not applied to irrigation accounts. Fire protection costs were developed in the District's previous rate study and staff confirmed that the costs are accurate and reasonable.

**Table 2
Town of Discovery Bay
Water and Wastewater Rate Study
Metered Water Customers**

Meter Size	No. of Customers	Current Monthly Charge	Current Ratio ¹	Current Number of Equivalents	Recommended AWWA Ratio ²	Recommended Monthly Charge	Recommended Number of Equivalents
Metered Rate (\$/ccf)		\$1.361					
Residential & Commercial							
1"	1,885	\$8.99	1.00	1,885	1.0	\$8.99	1,885
1.5"	7	\$9.32	1.04	7	2.0	\$17.98	14
2"	9	\$10.22	1.14	10	3.2	\$28.77	29
3"	3	\$16.85	1.87	6	6.4	\$57.54	19
4"	2	\$19.30	2.15	4	10.0	\$89.90	20
6"	0	\$25.03	2.78	0	20.0	\$179.80	0
Total	1,906			1,912			1,967
Irrigation							
5/8"	1	\$2.57	1.00	1	1.0	\$2.79	1
1"	19	\$2.90	1.13	21	1.0	\$2.79	19
1.5"	15	\$3.22	1.25	19	2.0	\$5.59	30
2"	25	\$4.12	1.60	40	3.2	\$8.94	80
3"	2	\$10.75	4.18	8	6.4	\$17.88	13
4"	5	\$13.21	5.14	26	10.0	\$27.93	50
6"	0	\$18.94	7.37	0	20.0	\$55.87	0
Total	67			115			193

1 - Residential and commercial customer meters are scaled to the 1" meter charge. Irrigation customers are scaled to the 5/8" meter charge. Current monthly charges were developed by Hornberger Engineering.

2 - American Water Works Association meter ratios.

BWA found the service charges for unmetered water customers to be reasonable and does not recommend any rate structure changes.

Wastewater Service Charges

The wastewater service charges are shown in Table 3. Condominiums, vacant parcels, and residential customers pay annual fixed charges on the tax roll. Commercial customers are metered and pay a volume charge per ccf of wastewater flow. The volume charges are scaled to the wastewater pollutant loading of each customer type and were developed in the District's previous rate study. BWA reviewed

the methodology of assigning strength characteristics and found the District’s wastewater volume rates to be reasonable.

BWA also reviewed the fixed charge applied to condominiums, vacant parcels, and residential parcels. Vacant parcels are charged about one third of the residential charge, and condominiums are charged 75% of the residential rate. BWA finds these charges to be reasonable. In BWA’s experience, wastewater agencies charge condominiums or multifamily units 60% to 90% of the single family residential charge.

**Table 3
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Service Charges and Revenues**

Wastewater Service Charges	Current
Condos w/irrigation	\$501.96
Condos w/o irrigation	\$501.96
Vacant	\$224.00
Residential	
<5,000 SF	\$669.24
5,001 to 10,000 SF	\$669.24
>10,000 SF	\$669.24
Metered Commercial	Per ccf
Business/Government/Clubs	\$3.874
Restaurants/Bars/Dining Facilities	\$11.344
Schools	\$3.487
Other Domestic Strength Users	\$3.874

Customer and Rate Projections

BWA evaluated the District’s current customer base and projected new customers through FY2020. The District has a number of active developments that will add residential, commercial, and irrigation customers over the coming years. These customers will pay capacity fees to connect to the water and wastewater systems, be added to the ratebase, and pay monthly or annual service charges.

Table 4 shows the projected customer growth in terms of equivalent dwelling units (EDU), also referred to as meter equivalents throughout this report. One equivalent dwelling unit is defined as a single family customer with a 1” meter. Table 4 includes EDU counts for new commercial and irrigation customers in addition to residential customers.

Table 5 shows the current and projected revenue from the water and wastewater service charges including service charge revenues from new customers. Over the next four years and beyond, BWA recommends that the District implement percentage increases to all water and wastewater rates and charges to “keep up” with inflationary cost increases. The District is granted the authority to pass through inflationary cost increases by the Proposition 218 Omnibus Implementation Act, Govt. Code Sections 53755 and 53756.

**Table 4
Town of Discovery Bay
Water and Wastewater Rate Study
Projected Development**

	Estimated EDUs						
	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Discovery Bay West (Hofmann Development)							
Domestic and Commercial	206	120	120	100	100	43	20
Irrigation Only	8	1	1	1	2	2	2
Discovery Bay West (Hofmann Development) - Total Water EDUs							
Domestic, Commercial, and Irrigation	214	121	121	101	102	45	22
Discovery Bay West (Hofmann Development) - Total Wastewater EDUs							
Domestic and Commercial Only	206	120	120	100	100	43	20
Discovery Bay, Byron, Evans, Pantages, Newport Pointe							
Domestic and Commercial							
Discovery Bay Vacant Lots	10	10	10	10	0	0	0
Discovery Bay Shopping Center	0	20	20	20	10	5	5
Discovery Bay Golf Course	0	4	4	2	2	1	0
Byron 78 (Sandy Cove)	0	3	3	3	2	2	2
Evans	0	4	4	4	3	2	2
Pantages	0	0	60	60	50	10	10
Newport Pointe Residential	0	0	35	17	10	5	0
Total	10	41	136	116	77	25	19
Irrigation Only							
Discovery Bay Shopping Center	0	1	1	1	0	0	0
Discovery Bay Golf Course	0	1	1	0	0	0	0
Pantages	0	0	1	1	1	1	0
Newport Pointe	0	0	1	1	1	0	0
Total	0	2	4	3	2	1	0
Total Water EDUs							
Domestic, Commercial, and Irrigation	10	43	140	119	79	26	19
Total Wastewater EDUs							
Domestic and Commercial Only	10	41	136	116	77	25	19
Total All Developments (Hofmann and Others)							
Total Water EDUs	224	164	261	220	181	71	41
Total Wastewater EDUs	216	161	256	216	177	68	39

**Table 5
Town of Discovery Bay
Water and Wastewater Rate Study
Service Charge Projection**

	Current	w/Recommended Equivalents	FY2014	FY2015	FY2016	FY2017
Increase in Metered and Unmetered Water Charges ¹			2.7%	4.0%	4.0%	4.0%
Water Use						
Annual Consumption (ccf) ²	686,000	686,000	737,064	774,456	833,964	884,124
Rate	\$1.361	\$1.361	\$1.398	\$1.454	\$1.512	\$1.572
Total Water Use Revenue	\$934,000	\$934,000	\$1,030,000	\$1,126,000	\$1,261,000	\$1,390,000
Water Meter Fixed Charge						
Residential and Commercial						
New Customers			216	161	256	216
Equivalents	1,912	1,967	2,183	2,344	2,600	2,816
Monthly Charge	\$8.99	\$8.99	\$9.23	\$9.60	\$9.98	\$10.38
Annual Revenue	\$206,310	\$212,200	\$242,000	\$270,000	\$311,000	\$351,000
Irrigation						
New Customers			8	3	5	4
Equivalents	115	193	201	204	209	213
Monthly Charge	\$2.57	\$2.79	\$2.79	\$2.90	\$3.02	\$3.14
Annual Revenue	\$3,558	\$6,455	\$7,000	\$7,000	\$8,000	\$8,000
Water Meter Fixed Charge Revenue	\$210,000	\$219,000	\$249,000	\$277,000	\$319,000	\$359,000
Unmetered Water Charge Revenue	\$1,622,000	\$1,622,000	\$1,666,000	\$1,733,000	\$1,802,000	\$1,874,000
Increase in Wastewater Charges ¹			2.7%	4.0%	4.0%	4.0%
Sewer Charge Revenue	\$3,671,000	\$3,671,000	\$3,770,000	\$3,921,000	\$4,078,000	\$4,241,000

Note: Revenues shown in this table do not have a delinquency factor included. A delinquency factor is added into the revenues in subsequent tables.

1 - Illustrative increases are shown. It should be noted that the current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For the FY 2013-14 year, it is proposed that the rates increase 2.7% over current rates. Actual increases in years FY2014-2017 and beyond will be set at the annual average change in the CPI, assumed to be 4%.

2 - Each new customer is assumed to use 19 ccf monthly/228 ccf annually (the average residential consumption). Irrigation and commercial customers are varied and on average use more than the average residential customer. However, for projecting water use, each new irrigation and commercial customer is assumed to use the residential average.

Table 6 shows the projected service charge schedule.

Table 6 Town of Discovery Bay Water and Wastewater Rate Study Service Charge Schedule						
	Current	w/Recommended Equivalents	FY2014	FY2015	FY2016	FY2017
Illustrative Increase in Metered and Unmetered Rates ¹			2.7%	4.0%	4.0%	4.0%
Water Use Rate	\$1.361	\$1.361	\$1.398	\$1.454	\$1.512	\$1.572
Water Meter Fixed Charge						
Residential & Commercial						
5/8"	\$8.66	\$8.99	\$9.23	\$9.60	\$9.98	\$10.38
1"	\$8.99	\$8.99	\$9.23	\$9.60	\$9.98	\$10.38
1.5"	\$9.32	\$17.98	\$18.47	\$19.21	\$19.98	\$20.78
2"	\$10.22	\$28.77	\$29.55	\$30.73	\$31.96	\$33.24
3"	\$16.85	\$57.54	\$59.09	\$61.45	\$63.91	\$66.47
4"	\$19.30	\$89.90	\$92.33	\$96.02	\$99.86	\$103.85
6"	\$25.03	\$179.80	\$184.65	\$192.04	\$199.72	\$207.71
Irrigation						
5/8"	\$2.57	\$2.79	\$2.79	\$2.90	\$3.02	\$3.14
1"	\$2.90	\$2.79	\$2.79	\$2.90	\$3.02	\$3.14
1.5"	\$3.22	\$5.59	\$5.59	\$5.81	\$6.04	\$6.28
2"	\$4.12	\$8.94	\$8.94	\$9.30	\$9.67	\$10.06
3"	\$10.75	\$17.88	\$17.88	\$18.60	\$19.34	\$20.12
4"	\$13.21	\$27.93	\$27.93	\$29.05	\$30.21	\$31.42
6"	\$18.94	\$55.87	\$55.87	\$58.10	\$60.42	\$62.84
Unmetered Water Charge						
Condos w/irrigation	\$354.96	\$354.96	\$364.54	\$379.12	\$394.28	\$410.04
Condos w/o irrigation	\$232.44	\$232.44	\$238.72	\$248.26	\$258.18	\$268.50
Vacant	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00
Unmetered Water						
<5,000 SF	\$354.96	\$354.96	\$364.54	\$379.12	\$394.28	\$410.04
5,001 to 10,000 SF	\$448.92	\$448.92	\$461.04	\$479.48	\$498.66	\$518.60
>10,000 SF	\$542.88	\$542.88	\$557.54	\$579.84	\$603.02	\$627.14
Sewer Charges						
Condos w/irrigation	\$501.96	\$501.96	\$515.50	\$536.12	\$557.56	\$579.86
Condos w/o irrigation	\$501.96	\$501.96	\$515.50	\$536.12	\$557.56	\$579.86
Vacant	\$224.00	\$224.00	\$224.00	\$224.00	\$224.00	\$224.00
Unmetered Water						
<5,000 SF	\$669.24	\$669.24	\$687.30	\$714.78	\$743.36	\$773.08
5,001 to 10,000 SF	\$669.24	\$669.24	\$687.30	\$714.78	\$743.36	\$773.08
>10,000 SF	\$669.24	\$669.24	\$687.30	\$714.78	\$743.36	\$773.08
Business/Government/Clubs	\$3.874	\$3.874	\$3.979	\$4.138	\$4.303	\$4.475
Restaurants/Bars/Dining Facilities	\$11.344	\$11.344	\$11.650	\$12.116	\$12.601	\$13.105
Schools	\$3.487	\$3.487	\$3.581	\$3.724	\$3.873	\$4.028
Other Domestic Strength Users	\$3.874	\$3.874	\$3.979	\$4.138	\$4.303	\$4.475

1 - It should be noted that the current CPI for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table is 4.7%. For the FY 2013-14 year, it is proposed that the rates increase 2.7% over current rates. Actual increases in years FY2014-2017 and beyond will be set at the annual average change in the CPI, assumed to be 4%.

Financial Planning Recommendations

BWA developed performance metrics for the water and wastewater funds. In order of priority, the financial performance metrics are:

- 1) Revenues must be sufficient to fund all operations and maintenance costs.
- 2) Net revenues (operating revenues less operating expenses) must be 1.25 times the annual debt service payment.
- 3) The operating funds should maintain an emergency reserve not less than six months of operating expenses.
- 4) As needed, the operating funds should make transfers to the capital funds to repair and replace aging infrastructure.
- 5) Expansion-related capital projects that are needed to accommodate new development should be funded through capacity fee revenues.

To meet these obligations, BWA recommends that the District implement inflationary rate increases of 4% per year.

Operating Cash Flow Projections

Current operating cost for the water and wastewater funds are expected to increase by 6% in FY2014 and 3% per year thereafter. BWA estimated the operating funds beginning fund balances based on the FY2012 Audit. Total cash and investments at year end for FY2012 was over \$6 million for the combined water and wastewater fund. The District estimates that water revenues account for 40% of the fund balance and wastewater revenues account for 60% of the fund balance. Thus, the beginning fund balance for the water operating fund is assumed to be about \$2.4 million and the wastewater beginning fund balance is assumed to be \$3.65 million for FY2013.

Table 7 shows the water operating fund cash flows. Revenues consist solely of water service charges. Operating expenses include contract services, repairs and maintenance, utilities, salaries, and other costs. In addition to operating expenses, the water fund has \$88,000 to \$89,000 in annual debt service costs related to the 2012 Enterprise Revenue Bonds. With recommended increases, the water service charges are projected to generate positive net revenues after funding operations and debt service. However, with the additional cost of capital projects, total net revenues are projected to be negative in FY2015 and FY2017. Despite two years of negative net revenues, the water operating fund is projected to maintain a healthy fund balance.

**Table 7
Town of Discovery Bay
Water and Wastewater Rate Study
Water Operating Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$2,400,000	\$3,021,000	\$3,497,000	\$3,333,000	\$3,423,000
Revenues					
Water service					
Property Taxes	1,622,000	1,666,000	1,733,000	1,802,000	1,874,000
Meter Charges	210,000	249,000	277,000	319,000	359,000
Water Use	933,000	1,030,000	1,126,000	1,261,000	1,390,000
4% Delinquency	<u>(111,000)</u>	<u>(118,000)</u>	<u>(125,000)</u>	<u>(135,000)</u>	<u>(145,000)</u>
Total Revenues	2,654,000	2,827,000	3,011,000	3,247,000	3,478,000
% increase in operating expenses		6.0%	3.0%	3.0%	3.0%
Expenses					
Operating Expenses	1,945,000	2,062,000	2,124,000	2,188,000	2,254,000
2012 Revenue Bonds Debt Service	<u>88,000</u>	<u>88,000</u>	<u>89,000</u>	<u>88,000</u>	<u>88,000</u>
Total Expenses	2,033,000	2,150,000	2,213,000	2,276,000	2,342,000
Net Revenues	621,000	677,000	798,000	971,000	1,136,000
Transfer to Capital Fund	0	201,000	962,000	881,000	1,884,000
Total Net Revenues	621,000	476,000	(164,000)	90,000	(748,000)
O&M Ending balance	3,021,000	3,497,000	3,333,000	3,423,000	2,675,000
O&M Minimum balance target¹	973,000	1,031,000	1,062,000	1,094,000	1,127,000

1 - 180 days O&M expenses

Table 8 shows the wastewater operating cash flows. The majority of revenues are wastewater service charges. In FY2013, the District collected reimbursement from a legal case. In subsequent years, the District expects to collect only minimal reimbursement revenues. Expenses for the wastewater operating fund include a wastewater service contract and other costs similar to the expenses of the water operating fund and including contract services, repairs and maintenance, utilities, salaries, and other costs. The annual debt service cost for the wastewater fund ranges from \$737,000 to \$743,000 over the next four years.

As shown in Table 8, net operating revenues are marginally negative over the financial planning period. Operating net revenues are projected to range from \$108,000 to negative \$201,000. This slight deficit is roughly equal to the 4% delinquency factor assumed for planning purposes and is easily absorbed by the wastewater operating fund balance. Despite the projected deficit, the wastewater fund is expected to maintain more than the recommended minimum reserve of 180 days of operating costs.

The combined water and wastewater operating cash flow is provided in Table 9.

**Table 8
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Operating Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$3,647,000	\$3,755,000	\$3,554,000	\$3,257,000	\$3,164,000
Revenues					
Wastewater service (property taxes)	3,671,000	3,770,000	3,921,000	4,078,000	4,241,000
4% Delinquency	(147,000)	(151,000)	(157,000)	(163,000)	(170,000)
Reimbursements	<u>240,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total revenues	3,764,000	3,629,000	3,774,000	3,925,000	4,081,000
% increase in expenses		6.0%	3.0%	3.0%	3.0%
Expenses					
Operating Expenses	2,915,000	3,090,000	3,183,000	3,278,000	3,376,000
2012 Revenue Bonds Debt Service	<u>741,000</u>	<u>740,000</u>	<u>743,000</u>	<u>740,000</u>	<u>737,000</u>
Total Expenses	3,656,000	3,830,000	3,926,000	4,018,000	4,113,000
Net Revenues	108,000	(201,000)	(152,000)	(93,000)	(32,000)
Transfer to Capital Fund	0	0	145,000	0	564,000
Total Net Revenues	108,000	(201,000)	(297,000)	(93,000)	(596,000)
O&M Ending balance	3,755,000	3,554,000	3,257,000	3,164,000	2,568,000
O&M Minimum balance target¹	1,457,500	1,545,000	1,591,500	1,639,000	1,688,000

1 - 180 days O&M expenses

**Table 9
Town of Discovery Bay
Water and Wastewater Rate Study
Combined Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$6,047,000	\$6,777,000	\$7,052,000	\$6,591,000	\$6,588,000
Revenues					
Service Charges					
Water Property Taxes	1,622,000	1,666,000	1,733,000	1,802,000	1,874,000
Meter Charges	210,000	249,000	277,000	319,000	359,000
Water Use	933,000	1,030,000	1,126,000	1,261,000	1,390,000
Sewer Charges	3,671,000	3,770,000	3,921,000	4,078,000	4,241,000
4% Delinquency	(257,000)	(269,000)	(282,000)	(298,000)	(315,000)
Reimbursements	<u>240,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total revenues	6,419,000	6,456,000	6,785,000	7,172,000	7,559,000
% increase in expenses		6.0%	3.0%	3.0%	3.0%
Expenses					
Operating Expenses	4,860,000	5,152,000	5,307,000	5,466,000	5,630,000
2012 Revenue Bonds Debt Service	<u>829,000</u>	<u>828,000</u>	<u>832,000</u>	<u>828,000</u>	<u>825,000</u>
Total Expenses	5,689,000	5,980,000	6,139,000	6,294,000	6,455,000
Net operating revenues	730,000	476,000	646,000	878,000	1,104,000
Transfer to Capital Fund	0	201,000	1,107,000	881,000	2,448,000
Total net revenues	730,000	275,000	(461,000)	(3,000)	(1,344,000)
O&M Ending balance	6,777,000	7,052,000	6,591,000	6,588,000	5,244,000
O&M Minimum balance target¹	2,430,000	2,576,000	2,653,500	2,733,000	2,815,000

1 - 180 days O&M expenses

Capital Revenues and Expenses

The District maintains capital funds for both the water and wastewater enterprises. Recently completed capital improvement budgets included debt financed projects, redundant system projects, and repair and replacement projects. Capital improvements are funded through debt issuance, capacity fee revenue, and service charge revenue shown as transfers from the operating funds. The District issued \$14.15 million in Enterprise Revenue Bonds on August 15, 2012. \$1.5 million of the bond proceeds is designated to fund Well 7 planning and construction, \$12.6 million is designated for wastewater improvements, and approximately \$285,000 is designated for costs of issuance. For financial planning purposes, BWA assumed that the debt proceeds are the beginning fund balances for the water and wastewater capital funds for FY2013.

In addition to bond proceeds, capacity fees serve as another major revenue source for the funding of capital improvements. BWA conducted a capacity fee study for the District in October 2012 and calculated the water capacity fee to be \$3,900 per EDU and the wastewater capacity fee to be \$9,860 per EDU. The capacity fees will increase automatically each year by the annual change to the Engineering News Record's Construction Cost Index. BWA assumes this change to be 3% per year.

The capacity fees calculated by BWA apply to most new developments. The Hofmann Land Development Company (Hofmann) signed a Service Agreement for committed capacity at a specified fee. Hofmann intends to develop 557 EDUs over the next four years in the Discovery Bay West development. The total estimated revenue generated by capacity fees is provided in Tables 10 and 11.

The water capital fund is provided in Table 12. Over the next four years, the District expects to fund \$8.1 million in capital projects, the majority of which are repair and replacement of Well 8 and water mains. Table 13 shows the wastewater capital fund. The District expects to fund approximately \$18.3 million in wastewater capital projects. The majority of projects are bond financed. The combined capital cash flow is provided in Table 14.

**Table 10
Town of Discovery Bay
Water and Wastewater Rate Study
Water Capacity Fee Revenues**

Lines	FY2014	Estimated EDUs FY2015	FY2016	FY2017	Total	Notes
Water Capacity Fee Revenue						
Hofmann Development						
Water Committed Capacity						
	214	70	0	0	284	
	\$297	\$297	\$297	\$297		
[1]	\$64,000	\$21,000	\$0	\$0	\$85,000	
Beyond Committed Capacity						
	0	51	121	101	273	
	\$4,017	\$4,138	\$4,262	\$4,389		
[2]	\$0	\$211,000	\$516,000	\$443,000	\$1,170,000	
[3]	\$64,000	\$232,000	\$516,000	\$443,000	\$1,255,000	[1] + [2]
Discovery Bay, Byron, Evans, Pantages, Newport Pointe						
	10	43	140	119	312	
	\$4,017	\$4,138	\$4,262	\$4,389		
[4]	\$40,000	\$178,000	\$597,000	\$522,000	\$1,337,000	
	\$104,000	\$410,000	\$1,113,000	\$965,000	\$2,592,000	[3] + [4]

Note: The FY2013 capacity fee was developed in BWA's Water and Wastewater Capacity Fee Technical Memorandum, October 2012. The capacity fee is increased annually based on the annual change in the Engineering News Record Construction Cost Index for San Francisco, assumed to be 3%.

**Table 11
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Capacity Fee Revenues**

Lines	FY2014	Estimated EDUs		FY2017	Total	Notes
		FY2015	FY2016			
Wastewater Capacity						
Hofmann Development						
Wastewater Committed Capacity						
	206	120	120	100	546	
	\$2,789	\$2,789	\$2,789	\$2,789		
[1]	\$575,000	\$335,000	\$335,000	\$279,000	\$1,524,000	
Beyond Committed Capacity						
	0	0	0	0	0	
	\$10,156	\$10,460	\$10,774	\$11,098		
[2]	\$0	\$0	\$0	\$0	\$0	
[3]	\$575,000	\$335,000	\$335,000	\$279,000	\$1,524,000	[1] + [2]
Discovery Bay, Byron, Evans, Pantages, Newport Pointe						
	10	43	140	119	312	
	\$10,156	\$10,460	\$10,774	\$11,098		
[4]	\$102,000	\$450,000	\$1,508,000	\$1,321,000	\$3,381,000	
	\$677,000	\$785,000	\$1,843,000	\$1,600,000	\$4,905,000	[3] + [4]

Note: The FY2013 capacity fee was developed in BWA's Water and Wastewater Capacity Fee Technical Memorandum, October 2012. The capacity fee is increased annually based on the annual change in the Engineering News Record Construction Cost Index for San Francisco, assumed to be 3%.

**Table 12
Town of Discovery Bay
Water and Wastewater Rate Study
Water Capital Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning Balance	1,500,000	899,000	0	0	0
Revenues					
Capacity Fees	65,000	104,000	410,000	1,113,000	965,000
Interest Earnings	3,000	3,000	3,000	3,000	3,000
Transfer from Operating Fund	0	201,000	962,000	881,000	1,884,000
Total revenues	68,000	308,000	1,375,000	1,997,000	2,852,000
Capital Improvements					
Bond Financed Projects					
Well 7	221,000	627,000	627,000	0	0
Total Bond Financed Projects	221,000	627,000	627,000	0	0
Growth Induced Projects					
Treatment Filter Unit at Willow Lake WTP	0	0	21,000	238,000	0
Backwash Tank at Willow Lake WTP	0	0	0	29,000	331,000
New Recycle Pumps at Willow Lake WTP	0	0	0	0	72,000
Water Storage Tank at Newport WTP	0	0	0	86,000	994,000
Total Growth Induced Projects	0	0	21,000	353,000	1,397,000
Repair and Replacement Projects					
Well 8	0	50,000	227,000	644,000	594,000
8" Main Replacements	150,000	250,000	250,000	750,000	611,000
Water Infrastructure Replacement	200,000	200,000	200,000	200,000	200,000
Equipment/Pumps Motors/Vehicles	63,000	50,000	50,000	50,000	50,000
Well 1B Pump Upgrade	0	30,000	0	0	0
Willow Lake WTP Chemical Room Upgrade	25,000	0	0	0	0
Security Door Locks	10,000	0	0	0	0
Total Repair and Replacement Projects	448,000	580,000	727,000	1,644,000	1,455,000
Total Capital Improvements	669,000	1,207,000	1,375,000	1,997,000	2,852,000
Total net revenues	(601,000)	(899,000)	0	0	0
Ending Balance	899,000	0	0	0	0

Note: If development does not occur, growth induced projects will be delayed.

**Table 13
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Capital Cash Flows**

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$12,600,000	\$7,646,000	\$2,585,000	\$0	\$555,000
Revenues					
Capacity Fees	0	677,000	785,000	1,843,000	1,600,000
Interest Earnings	10,000	10,000	10,000	10,000	10,000
Transfer from Operating Fund	0	0	145,000	0	564,000
Total revenues	10,000	687,000	940,000	1,853,000	2,174,000
Capital Improvements					
Bond Financed Projects					
Influent PS Modifications	94,000	981,000	0	0	0
Re-Activate Pump Station W	30,000	355,000	0	0	0
Emergency Storage Facilities	15,000	114,000	114,000	0	0
Splitter Box, Ox Ditch, Clarifier, RAS Pump	605,000	2,723,000	2,723,000	0	0
Solids Improvements, Phase 1	3,466,000	385,000	0	0	0
Lift Station F Rehab	0	250,000	250,000	0	0
UV Bank	250,000	0	0	0	0
Total Bond Financed Projects	4,460,000	4,808,000	3,087,000	0	0
Growth Induced Projects					
Secondary Effluent Pump Station Modification	0	0	0	38,000	213,000
Secondary Effluent Equalization	0	0	0	102,000	578,000
Effluent Filtration	0	0	0	500,000	750,000
Upgrade UV Disinfection	0	0	0	120,000	750,000
Add Pump to Export Pump Station	0	0	0	100,000	0
Total Growth Induced Projects	0	0	0	860,000	2,291,000
Repair and Replacement Projects					
Pumps/Motors/Generators	75,000	75,000	75,000	75,000	75,000
UV Disinfection Viral Bioassay Test	28,000	0	0	0	0
Collection System Pump Station Improvements	110,000	135,000	135,000	135,000	135,000
SCADA Improvements	0	350,000	0	0	0
Filter to Plant 1	8,000	42,000	0	0	0
NPDES Permit Renewal	40,000	40,000	0	0	0
Rehab Manholes	18,000	18,000	18,000	18,000	18,000
Raise Manholes	10,000	10,000	10,000	10,000	10,000
Spare NTU Sensor	0	20,000	0	0	0
Road Crossing Ramps	15,000	0	0	0	0
Salinity Project	0	50,000	0	0	0
Sewer Infrastructure Replacement	200,000	200,000	200,000	200,000	200,000
Total Repair and Replacement Projects	504,000	940,000	438,000	438,000	438,000
Total Capital Improvements	4,964,000	5,748,000	3,525,000	1,298,000	2,729,000
Total Net Revenues	(4,954,000)	(5,061,000)	(2,585,000)	555,000	(555,000)
Capital Ending balance	7,646,000	2,585,000	0	555,000	0

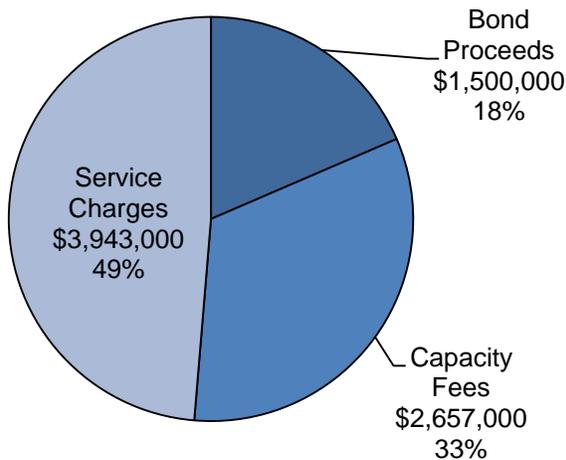
Note: If development does not occur, growth induced projects will be delayed.

Table 14
Town of Discovery Bay
Water and Wastewater Rate Study
Combined Capital Cash Flows

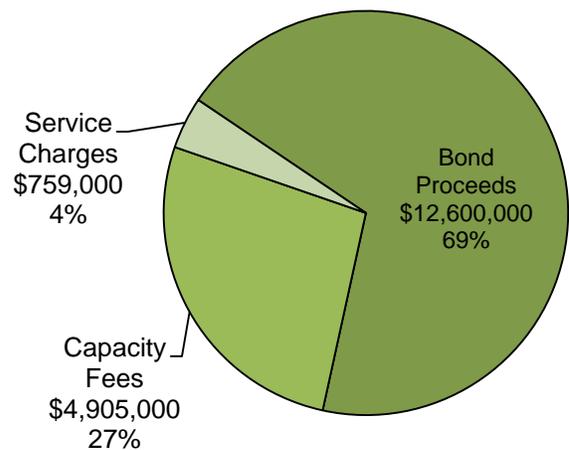
	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Beginning balance	\$14,100,000	\$8,545,000	\$2,585,000	\$0	\$555,000
Revenues					
Capacity Fees	65,000	781,000	1,195,000	2,956,000	2,565,000
Interest Earnings	13,000	13,000	13,000	13,000	13,000
Transfer from Operating Fund	0	201,000	1,107,000	881,000	2,448,000
Total Revenues	78,000	995,000	2,315,000	3,850,000	5,026,000
Capital Improvements					
Bond Financed Projects	4,681,000	5,435,000	3,714,000	0	0
Growth Induced Projects	0	0	21,000	1,213,000	3,688,000
Repair and Replacement Projects	952,000	1,520,000	1,165,000	2,082,000	1,893,000
Total Capital Improvements	5,633,000	6,955,000	4,900,000	3,295,000	5,581,000
Total Net Revenues	(5,555,000)	(5,960,000)	(2,585,000)	555,000	(555,000)
Capital Ending balance	8,545,000	2,585,000	0	555,000	0

Note: If development does not occur, growth induced projects will be delayed.

**Funding Sources for
Water Capital Improvements
(Total \$8.1 Million)**



**Funding Sources for
Wastewater Capital Improvements
(Total \$18.3 Million)**



Debt Service Coverage

The legal covenants for the 2012 Enterprise Revenue Bonds require that the District maintain debt service coverage of 1.25 times the annual debt service payment (operating revenues less operating expenses must be 1.25 times the annual debt payment). Capital improvement project costs are not included in the debt service coverage calculation. BWA reviewed the legal covenants and opines that capacity fee revenues may be included as operating revenues and may be pledged to debt service coverage.

The water operating fund debt service coverage is shown in Table 15. Debt service coverage is projected to range from 9.60 times to 25.83 times the annual water debt service payment, well above the required 1.25 times.

Table 15
Town of Discovery Bay
Water and Wastewater Rate Study
Water Fund Debt Service Coverage Projections

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Revenues					
Property Taxes	1,622,000	1,666,000	1,733,000	1,802,000	1,874,000
Meter Charges	210,000	249,000	277,000	319,000	359,000
Water Use	933,000	1,030,000	1,126,000	1,261,000	1,390,000
Capacity Fees	65,000	104,000	410,000	1,113,000	965,000
4% Delinquency	(111,000)	(118,000)	(125,000)	(135,000)	(145,000)
Total Revenues	2,719,000	2,931,000	3,421,000	4,360,000	4,443,000
Operating Expenses	1,945,000	2,062,000	2,124,000	2,188,000	2,254,000
Net Operating Revenues	774,000	869,000	1,297,000	2,172,000	2,189,000
2012 Revenue Bonds Debt Service	88,000	88,000	89,000	88,000	88,000
Debt Service Coverage	8.80	9.88	14.57	24.68	24.88

Table 16 shows the wastewater debt service coverage calculation. The wastewater fund may or may not meet the debt coverage requirement of 1.25 times the annual debt service payment in the current fiscal year. However, BWA projects adequate coverage over the financial planning period. Table 17 shows the combined debt service coverage projection.

Table 16
Town of Discovery Bay
Water and Wastewater Rate Study
Wastewater Fund Debt Service Coverage Projections

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Revenues					
Wastewater service (property taxes)	3,671,000	3,770,000	3,921,000	4,078,000	4,241,000
4% Delinquency	(147,000)	(151,000)	(157,000)	(163,000)	(170,000)
Reimbursements	240,000	10,000	10,000	10,000	10,000
Capacity Fees	0	<u>677,000</u>	<u>785,000</u>	<u>1,843,000</u>	<u>1,600,000</u>
Total Revenues	3,764,000	4,306,000	4,559,000	5,768,000	5,681,000
Operating Expenses	2,915,000	3,090,000	3,183,000	3,278,000	3,376,000
Net Operating Revenues	849,000	1,216,000	1,376,000	2,490,000	2,305,000
2012 Revenue Bonds Debt Service	741,000	740,000	743,000	740,000	737,000
Debt Service Coverage	1.15	1.64	1.85	3.36	3.13

Table 17
Town of Discovery Bay
Water and Wastewater Rate Study
Combined Debt Service Coverage Projections

	Current FY 2013	Projected FY 2014	Projected FY 2015	Projected FY 2016	Projected FY 2017
Revenues					
Service Charges					
Water Property Taxes	\$1,622,000	\$1,666,000	\$1,733,000	\$1,802,000	\$1,874,000
Meter Charges	\$210,000	\$249,000	\$277,000	\$319,000	\$359,000
Water Use	\$933,000	\$1,030,000	\$1,126,000	\$1,261,000	\$1,390,000
Wastewater Charges	3,671,000	3,770,000	3,921,000	4,078,000	4,241,000
4% Delinquency	(257,000)	(269,000)	(282,000)	(298,000)	(315,000)
Reimbursements	240,000	10,000	10,000	10,000	10,000
Capacity Fees	<u>65,000</u>	<u>781,000</u>	<u>1,195,000</u>	<u>2,956,000</u>	<u>2,565,000</u>
Total Revenues	6,484,000	7,237,000	7,980,000	10,128,000	10,124,000
Operating Expenses	4,860,000	5,152,000	5,307,000	5,466,000	5,630,000
Net Operating Revenues	1,624,000	2,085,000	2,673,000	4,662,000	4,494,000
2012 Revenue Bonds Debt Service	829,000	828,000	832,000	828,000	825,000
Debt Service Coverage	1.96	2.52	3.21	5.63	5.45

Conclusions

BWA recommends that the District implement inflationary cost increases over the next four years to fully fund the cost of providing water and wastewater service to customers. BWA also recommends that the District adjust the fixed water meter fees to AWWA standards so that larger meters have an equitable fee. The rates and charges provided in this report adhere to Proposition 218 standards as they are fair and reasonable to customers and are based on the cost of providing service.

APPENDIX 1**Water Bill Survey of a Single Family Residential Customer (1" meter, 19 ccf/month)**

Water Agency	Rate (\$/ccf)	Quantity	Units	Total Charge
Town of Discovery Bay (Current, metered)				
Meter Charge (1")	\$8.99	1	meter	\$8.99
Water Consumption				
All consumption	\$1.361	19	ccf	<u>\$25.86</u>
				\$34.85
Town of Discovery Bay (Current, unmetered: 5,001 to 10,000 SF)				
Fixed Charge (Annual charge/12 months)	\$37.41	1	parcel	<u>\$37.41</u>
				\$37.41
City of Tracy - Summer				
Meter Charge (1")	\$20.40	1	meter	\$20.40
Water Consumption				
Tier 1 (0 to 18 ccf)	\$1.00	18	ccf	\$18.00
Tier 2 (18 to 29 ccf)	\$1.45	1	ccf	<u>\$1.45</u>
				\$39.85
City of Rio Vista				
Fixed Single Family Charge	\$45.02	1	account	\$45.02
Water Consumption				
All consumption	\$0.54	19	ccf	<u>\$10.26</u>
				\$55.28
Mountain House Community Services District (Med Density)				
Base Charge	\$13.41	1	account	\$13.41
Pledged Facility Charge	\$33.53	1	account	\$33.53
Water Consumption				
Tier 1 (0 to 12 ccf)	\$0.43	12	ccf	\$5.16
Tier 2 (over 12 ccf)	\$0.56	7	ccf	<u>\$3.92</u>
				\$56.02
City of Manteca				
Meter Charge (1")	\$29.25	1	meter	\$29.25
Water Consumption				
Tier 1 (0 to 30 ccf)	\$1.43	19	ccf	<u>\$27.17</u>
				\$56.42
City of Stockton				
Meter Charge (1")	\$27.80	1	meter	\$27.80
Water Consumption				\$0.00
All consumption	\$1.58	19	ccf	<u>\$30.02</u>
				\$57.82
City of Antioch				
Fixed Charge (3/4" meter)	\$13.89	1	meter	\$13.89
Reduced Pressure Device Charge (3/4" meter)	\$3.27	1	device	\$3.27
Water Consumption				
All consumption (Zone 1)	\$2.15	19	ccf	<u>\$40.85</u>
				\$58.01
Mountain House Community Services District (Low Density)				
Base Charge	\$17.70	1	account	\$17.70
Pledged Facility Charge	\$44.26	1	account	\$44.26
Water Consumption				
Tier 1 (0 to 12 ccf)	\$0.43	12	ccf	\$5.16
Tier 2 (over 12 ccf)	\$0.56	7	ccf	<u>\$3.92</u>
				\$71.04

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City of Brentwood				
Fixed Charge (1" meter)	\$28.62	1	meter	\$28.62
Water Consumption				
Tier 1 (0 to 13.4 ccf)	\$2.15	13.4	ccf	\$28.87
Tier 2 (13.4 to 26.7 ccf)	\$2.66	5.6	ccf	<u>\$14.91</u>
				\$72.40
Diablo Water District				
Meter Charge (1")	\$24.29	1	meter	\$24.29
Check Valve Charge	\$4.08	1	device	\$4.08
Water Consumption				
All consumption	\$2.72	19	ccf	<u>\$51.68</u>
				\$80.05
Lathrop				
Meter Charge (1")	\$26.50	1	meter	\$26.50
South County Surface Water Supply Project	\$22.75	1	meter	\$22.75
Water Consumption				
All consumption	\$1.967	19	ccf	<u>\$37.38</u>
				\$86.63
City of Pittsburg				
Meter Charge (1")	\$46.21	1	meter	\$46.21
Water Consumption				
Tier 1 (0 to 14 ccf)	\$3.02	14	ccf	\$42.28
Tier 2 (over 14 ccf)	\$4.73	5	ccf	<u>\$23.65</u>
				\$112.14

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APPENDIX 2**Wastewater Bill Survey of a Single Family Residential Customer**

Wastewater Agency	Rate	Quantity	Units	Total Charge
City of Tracy Fixed Charge	\$31.00	1	housing unit	\$31.00
City of Antioch Fixed Charge (Annual charge/12 months) - City collection	\$10.24	1	parcel	\$10.24
Fixed Charge (Annual charge/12 months) - Delta Diablo SD treatment	\$21.85	1	parcel	<u>\$21.85</u>
				\$32.08
City of Stockton Fixed Charge	\$34.23	1	housing unit	\$34.23
City of Pittsburg Fixed Charge (Annual charge/12 months) - City collection	\$15.79	1	parcel	\$15.79
Fixed Charge (Annual charge/12 months) - Delta Diablo SD treatment	\$21.85	1	parcel	<u>\$21.85</u>
				\$37.64
City of Brentwood Based on winter water use - new account charge shown	\$47.06	1	housing unit	\$47.06
City of Manteca Fixed Charge	\$51.25	1	housing unit	\$51.25
Ironhouse Sanitary District Fixed Charge (Annual charge/12 months)	\$51.50	1	housing unit	\$51.50
Rio Vista Fixed Charge (Northwest Facility)	\$51.60	1	housing unit	\$51.60
Mountain House Community Services District (Med Density) Base Charge	\$28.87	1	account	\$28.87
Pledged Facility Charge	\$24.22	1	account	<u>\$24.22</u>
				\$53.09
Town of Discovery Bay (Current) Fixed Charge (Annual charge/12 months)	\$55.77	1	parcel	\$55.77
Lathrop Fixed Charge (East Lathrop)	\$59.40	1	housing unit	\$59.40
Mountain House Community Services District (Low Density) Base Charge	\$33.20	1	account	\$33.20
Pledged Facility Charge	\$27.85	1	account	<u>\$27.85</u>
				\$61.05

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Dear Property Owner:

June 2013

The Town of Discovery Bay Community Services District provides your home and/or business with drinking water and wastewater services. The Town's water supply and distribution system includes five (5) groundwater wells; two (2) water treatment facilities and approximately 100 miles of distribution and collection main service lines. The Town's wastewater collection and treatment system includes a state of the art bio-solids treatment facility; fifteen (15) lift stations; and two (2) wastewater treatment plants. The Town of Discovery Bay is conducting a public hearing to discuss and possibly approve new water & wastewater rates for your parcel(s) for the period of July 1, 2013 through June 30, 2017 (FY 2013-14 through FY 2016-17) and every year thereafter at the fixed rate for FY 2016-17 until a future successful Proposition 218 rate increase hearing occurs. This public hearing date is scheduled for Wednesday, August 7, 2013 at 7:00 p.m. at the Town of Discovery Bay's District Office located at 1800 Willow Lake Road, Discovery Bay, California.

Rate Study

The District contracted with Bartle Wells Associates (BWA) to prepare a four (4) year rate review study report. This report has been filed with the District's Secretary and forecasts District expenditures during the next four (4) fiscal years for operating expenses and system wide capital improvements. The data in the report is then compared to water & wastewater revenues for the next four (4) fiscal year period and is used to determine future utility rates. The proposed overall blended service rates reflect an increase of 2.7% over currently approved rates for FY 2013-14 and 4% for each subsequent year as reflected in the BWA Rate Study. Until such time as a future successful Proposition 218 rate increase hearing occurs, rates will remain at the fixed rate for FY 2016-17, and every year thereafter.

Copies of the complete rate study are available at the district office at 1800 Willow Lake Road, Discovery Bay, CA 94505, or by visiting www.todb.ca.gov.



TOWN OF DISCOVERY BAY CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

TO:

Basis of Proposed Rates

Rate increases are proposed mainly because of the following reasons: Implementation of long-term capital improvement programs, capacity limitations of existing wastewater facilities, increasing cost of fuels and electricity, and increased maintenance required of aging infrastructure. In addition, the District's bond covenants require sufficient ongoing revenues to meet debt service.

When will the changes take place?

If approved, the rate changes would start in FY 2013-14 through FY 2016-17, and every year thereafter at the fixed rate for FY 2016-17 until a future successful Proposition 218 rate increase hearing occurs.

Compliance with Proposition 218

In 1996, California voters approved Proposition 218, which amended the state constitution as it relates to the passage of property related fees. This requires that local governments follow a strictly defined process when setting fees. The District must: 1) Inform property owners that a proposed rate increase is being considered; 2) clearly demonstrate the basis on which these fees are calculated (the rate study); and 3) conduct a public hearing at least 45 days after notice where the District hears all protests to the rate increase. Water & Wastewater rates are each subject to "majority protest," meaning one or both cannot be passed if a majority of property owners impacted by the rate change submit written protests opposing that rate increase.

Concerns. Please Contact Us

If you have any questions or comments about the proposed rate increases or wish to protest, you may:

Address the Board: Attend the Public Hearing on Wednesday, August 7, 2013, at 7:00 p.m. at the Town of Discovery Bay offices, 1800 Willow Lake Road, Discovery Bay CA 94505; or

Write: Written protests against the proposed water, and/or wastewater rate changes, have to identify the address, or the parcel number of the impacted property, and include the signature(s) of the property owner(s). If the District receives written protests against the proposed water and/or wastewater rates by a majority of the affected property owners prior to the end of the hearing, the Board will not approve that rate change with the majority of protest. Each property owner can submit one written protest for water and one written protest for wastewater.

**Town of Discovery Bay CSD
Overall Rate Increase Tables for 2012/13 vs. 2013/14
By Parcel Size Chart**

Discovery Bay's Parcel Size/Sq. ft.	2013/14 Increase Rate per Year			\$ Increase Per Year
	Water Rate	Sewer Rate	Total	
under 5,000 condo w/no irrigation	238.72	\$515.50	\$754.22	\$19.82
under 5,000 condo w/irrigation	364.54	\$515.50	\$880.04	\$23.12
under 5,000 homes	364.54	\$687.30	\$1,051.84	\$27.64
5,000 to 10,000	461.04	\$687.30	\$1,148.34	\$30.18
10,001 to 15,000	557.54	\$687.30	\$1,244.84	\$32.72
15,001 to 16,000	589.7	\$687.30	\$1,277.00	\$33.56
16,001 to 17,000	621.86	\$687.30	\$1,309.16	\$34.40
17,001 to 18,000	654.02	\$687.30	\$1,341.32	\$35.24
18,001 to 19,000	686.18	\$687.30	\$1,373.48	\$36.08
19,001 to 20,000	718.34	\$687.30	\$1,405.64	\$36.92
20,001 to 21,000	750.5	\$687.30	\$1,437.80	\$37.76
21,001 to 22,000	782.66	\$687.30	\$1,469.96	\$38.60
22,001 to 23,000	814.82	\$687.30	\$1,502.12	\$39.44
23,001 to 24,000	846.98	\$687.30	\$1,534.28	\$40.28
24,001 to 25,000	879.14	\$687.30	\$1,566.44	\$41.12
25,001 to 26,000	911.3	\$687.30	\$1,598.60	\$41.96
26,001 to 27,000	943.46	\$687.30	\$1,630.76	\$42.80
33,001 to 34,000	1168.58	\$687.30	\$1,855.88	\$48.68



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2013-14

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING CHARGES FOR WATER AND WASTEWATER
SERVICE AND CONTINUING COLLECTION OF WATER AND WASTEWATER
SERVICE CHARGES ON THE COUNTY TAX ROLL FOR THE PERIOD FY 2013-14 THROUGH FY 2016-17**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District commissioned Bartle Wells Associates to develop a "Water and Wastewater Rate Study" for the period FY 2013-14 through FY 2016; and

WHEREAS, the Board has accepted the Report on June 17, 2013; and

WHEREAS, the Board has determined that it is necessary to increase the Water service charges for metered users; and

WHEREAS, the Board has determined that it is necessary to increase the Water service charges for non-metered residential users and to collect such charges on the County tax rolls; and

WHEREAS, the Board has determined that it is necessary to increase the Wastewater service charges for all residential and commercial users and to collect such charges on the County tax rolls; and

WHEREAS, the Board has determined that it is necessary to accept and continue in effect those charges for water and sewer services established by Contra Costa County Sanitation District 19 pursuant to its Ordinance No. 18, and accepted and continued by Town of Discovery Bay Community Services District Ordinance No. 1, including collection of those charges on the County tax rolls, for those users within the Town of Discovery Bay CSD which are not metered or are not non-metered residential users; and

WHEREAS, the Board finds and declares that the Town of Discovery Bay Community Services District has prepared a report of all parcels in the district receiving water and wastewater services, and the amount of the charge for each parcel for the year; and that written notice of said report was mailed to each person to whom any parcel of real estate described in such report is assessed; and that the Town of Discovery Bay Community Services District has held a public hearing pursuant to Government Code section 61115; and

WHEREAS, the Board finds and declares that the Town of Discovery Bay Community Services District has complied with the requirements of California Constitution Article XIII D, Section 6 (Proposition 218), and that no majority protest was received;

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES AS FOLLOWS:

1. That the above recitals are true and correct, and are incorporated as part of this Resolution.
2. For Fiscal Years 2013/2014, 2014/2015, 2015/2016 and 2016/2017 that the water and wastewater rates are established as set forth in Table ES1, attached hereto as Exhibit A.
3. The General Manager shall have the authority, in the event of a parcel having large irrigated areas, to reduce the sewer use component of the above rates to recognize that water for irrigation does not enter the wastewater system.

4. The rates for water for all parcels which are non-metered and are not included in the categories set forth in Exhibit A of this Resolution are continued at the level established by Contra Costa County Sanitation District 19 pursuant to its Ordinance No. 18, and accepted and continued by the Town of Discovery Bay Community Services District Ordinance No. 1.
5. The rates for residential and commercial wastewater parcels which metered and are not included in the categories set forth in Exhibit A of this Resolution are continued at the level established by Contra Costa County Sanitation District 19 pursuant to its Ordinance No. 18, and accepted and continued by the Town of Discovery Bay Community Services District Ordinance No. 1.
6. The Board finds and declares that the annual charge for non-metered water and wastewater services shall be collected on the Contra Costa County tax roll as set forth in Government Code §§ 61115 and following, and the Secretary of the Town of Discovery Bay Community Services District is authorized and directed to file the report of such charges, and all other documents necessary, with the Auditor-Controller of Contra Costa County.
7. For fiscal year 2017/2018 and thereafter the rates set forth in this Resolution shall be changed each year as inflation rises or falls and the cost of labor to read metered water meters increases or decreases. This change shall be based on the Consumer Price Index for Water and Sewer using the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, 12-month analysis table.
8. The Board finds and declares that the adoption of this Resolution and the rates established herein is exempt from the requirements of the California Environmental Quality Act pursuant to Title 14, California Code of Regulations § 15273(a), and specifically adopts and incorporates herein as part of the record and as findings those sections of the Report which discuss the need for revenue, including the projected total operating expenses, the capital projects and the improvements required, and specifically finds and declares that the charges established herein are for the purposes specified in Title 14, California Code of Regulations, § 15273(a)(1) through 15273(a)(4).
9. The Secretary of the Town of Discovery Bay Community Services District is authorized and directed to file a Notice of Exemption pursuant to Title 14, California Code of Regulations, §15062.

PASSED, APPROVED AND ADOPTED THIS 7th DAY OF AUGUST, 2013.

Mark Simon
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on August 7, 2013, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 7, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Appointment of Board Members to District Representative Committee Positions

Recommended Action

It is recommended that the Board President, with concurrence by the Board, appoint District Representatives to Committee positions for the remainder of 2013

Executive Summary

Pursuant to the Bylaws of the Town of Discovery Bay, Article IV Section 2, A 4, the Board President "Shall appoint such committees and other working groups as confirmed by the Board."

On January 2, 2013 the Board appointed District Representatives for the 2013 calendar year. On June 7, 2013 Board President Ray Tetreault resigned his position on the Board, therefore creating a number of vacancies that the Board must fill. Additionally, on July 16, 2013 the Board appointed (Marianne Wiesen) to fill the remaining term vacated by Director Tetreault's resignation. Director Tetreault sat on 2 Regional Committees and 4 Subcommittees that are now vacant.

Each of the Regional appointments has a primary appointee and an alternate appointee. The TODB subcommittees include 2 members and each member is a member of the particular subcommittee.

Annually, and as necessary, the Board President makes appointments to regional committees as well as the TODB's subcommittees with the confirmation by the entire Board. These appointees serve the District on a wide variety of committees, other agencies and subcommittees and report back to the entire Board on the activities of those meetings.

Generally, there are 9 positions to be appointed as a Primary representative and an additional 9 positions to be assigned as Alternates, as well as an additional 8 Subcommittees that necessitate the appointment of 2 Board Members to each of those Subcommittees. A complete listing of the Regional Committees as well as the Board Subcommittees, and a description of each, is attached as a part of this report.

It is appropriate for the Board to fill the vacancies at this time.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

January 2, 2013 Board Meeting

Attachments

District Representative Listing for 2013

AGENDA ITEM: H-1

Town of Discovery Bay Board of Directors

District Representative Listing for 2013*

Last Approved / Updated January 2, 2013

REGIONAL COMMITTEE APPOINTMENTS

Committee Name	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Bill Pease	Mark Simon
Contra Costa Special Districts Association	Vacant	Kevin Graves
East Contra Costa Fire Protection District Liaison	Kevin Graves	Mark Simon
East County Water Management Association	Board President	Board Vice President
LAFCO Liaison	Bill Pease	Chris Steele
Police Services (P6 Committee)	Vacant	Mark Simon
School District Representative/Liaison	Chris Steele	Kevin Graves
Regional Transportation Agencies	Bill Pease	Kevin Graves

BOARD SUBCOMMITTEE APPOINTMENTS

Committee Name	Director Appointed	Alternate
Budget Subcommittee	Mark Simon	Vacant
Communications Subcommittee	Kevin Graves	Chris Steele
Community Center Subcommittee	Chris Steele	Kevin Graves
Investment Oversight Subcommittee	Chris Steele	Mark Simon
Landscaping Subcommittee	Mark Simon	Vacant
Park and Recreation Subcommittee	Bill Pease	Kevin Graves
Public Financing Authority Subcommittee	Vacant	Mark Simon
Water & Wastewater Subcommittee	Vacant	Kevin Graves

* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.

SCOPE OF FUNCTIONS	
REGIONAL COMMITTEE APPOINTMENTS	
Contra Costa County Aviation Advisory Committee:	This involves attending meetings of this committee to discuss airport operations and activities.
Contra Costa County Code Enforcement:	This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.
Contra Costa Special Districts Association:	This involves attending meeting of the Contra Costa Special Districts Association.
East Contra Costa County Fire Protection District Liaison:	This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.
East County Water Management Agency:	This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.
LAFCO Liaison:	This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.
Police Services (P6 Committee):	This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.
School District Representative Liaison:	This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.
Regional Transportation Agencies:	This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

BOARD SUBCOMMITTEE APPOINTMENTS
--

Budget Subcommittee: The Budget Subcommittee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The subcommittee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues.

Communications Subcommittee: The Communications Subcommittee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.

Community Center Subcommittee: The Community Center Subcommittee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project.

Investment Oversight Subcommittee: The Investment Oversight Subcommittee is responsible, working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy.

Landscaping Subcommittee: The Landscaping Subcommittee works with staff on making recommendations involving all landscape areas within the Town's jurisdiction.

Park and Recreation Subcommittee: The Park and Recreation Subcommittee meets with staff on park and recreation functions of the District.

Public Financing Authority Subcommittee: The Public Financing Authority Subcommittee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

Water and Wastewater Subcommittee: The Water and Wastewater Subcommittee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.



No Back Up
Documentation
For Agenda Item # I



No Back Up
Documentation
For Agenda Item # J



No Back Up
Documentation
For Agenda Item # K



No Back Up
Documentation
For Agenda Item # L



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE MEETING
OF THE COMMUNITY CENTER COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, June 26, 2013
COMMUNITY CENTER MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

Community Center Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Marianne Wiesen

COMMUNITY CENTER MEETING 7:00 P.M.

A. ROLL CALL

Call business meeting to order – 7:00 p.m. by Chair Graves

Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker

C. APPROVE MINUTES

1. **DRAFT Minutes of previous Community Center meeting dated May 29, 2013**

Motion by: Member Alexander to approve the minutes

Second by: Member Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

D. PRESENTATIONS

None

E. NEW BUSINESS AND ACTION ITEMS

1. **Community Center Operations Update**

General Manager Howard – Provided the details of item E-1. There was discussion between the General Manager and the Board.

2. **Community Center Design and Construction Options – Architect Mark Lee**

General Manager Howard – Provided the details of item E-2 and introduced Architect Mark Lee.

Architect Mark Lee – Provided additional details of item E-2. There was discussion between the General Manager, the Architect, and the Board. There were two Public Comment Speakers.

Vice-Chair Steele – recommended to direct Staff to obtain two or three conceptual design options with basic features, demolition costs and keep within the price range of the Budget

The discussion continued between the General Manager, the Architect, and the Board.

3. **Schedule next Community Center Committee Meeting**

General Manager Howard – Provided details of item E-3. There was discussion between the General Manager and the Board. The next Community Center Meeting is scheduled for Monday July 29, 2013 beginning at 7:00 p.m.

F. FUTURE AGENDA ITEMS

1. Present Architectural Design Options

G. ADJOURNMENT

The meeting adjourned at 8:04 p.m. to the next Community Center Committee meeting scheduled for Monday July 29, 2013 on 1800 Willow Lake Road.

//cmc – 07.01.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



No Back Up
Documentation
For Agenda Item # M-2

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
April 11, 2013**

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:09 a.m. at the Director of Airports' Office.

PRESENT: **Mike Bruno, Chair**, CCC Airports Business Association
Janet Kaiser, Diablo Valley College
David Pfeiffer, Secretary, District V
Rudi Raab, District I
Rich Spatz, At Large 2
Tom Weber, Vice Chair, District IV
Ed Young, At-Large 1

ABSENT: **Keith McMahon**, City of Concord
Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Russell Roe, District II

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

**OPENING COMMENTS
BY CHAIR** None

**PUBLIC COMMENT
PERIOD:** Cliff Glickman, Chief of Staff for District 4 Supervisor, commented that their office has not had a complaint regarding noise in two (2) years. The system is obviously working well and Airport Staff is doing a really good job.

**APPROVAL OF
MINUTES:** **Moved by Tom Weber; seconded by Rich Spatz. Approved unanimously.**

APPROVAL OF

CONSENT ITEMS: Tom Weber made a motion to pull noise statistics and approve the remaining consent items with noise; seconded by Rudi Raab. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

Tom Weber commented that noise statistics should be pulled quarterly to keep them as a main focus.

- Tom commented that since he has been involved with the airports, there has never been a time when a pilot did something wrong to cause the noise complaint.

Keith Freitas commented that generally most issues occur when an aircraft operator comes into the Airport with an aircraft that exceeds the noise ordinance.

- In March a Gulfstream 2 came into Buchanan Field and generated a noise complaint while inbound. Staff worked with the pilot to depart during midday; which they did and there were no further complaints. Staff did a great job.
- An FAA list is used for determining non-compliant aircraft, unless operator can show they modified it with a hush kit or another method to lessen noise impacts.

b. Central Contra Costa Sanitary District (CCCSD) Land Use Update

Tom Weber reported that several CCCSD staff and a Board member attended the last Airport Land Use Commission (ALUC) meeting.

- CCCSD has hired an environmental firm with strong aviation knowledge to review the uses proposed.
- The soccer field concept is no longer proceeding.

Beth Lee reported ESA has completed the draft analysis and CCCSD staff is reviewing it prior to sending it out to others for review.

Keith Freitas commented that CCCSD has concerns about the uses and are compiling information to be forwarded to the Federal Aviation Administration (FAA) for review and consideration.

Rudi Raab expressed concern that if something does go wrong the Airport could be held liable. Airport staff responded that there is a process that ultimately has to be followed and the County has the discretionary approval for land use considerations.

c. AAC Officer Elections

Mike Bruno announced that David Pfeiffer took a position in Portland and had put in his resignation, effective immediately.

There was a question of deferring the elections to another meeting; bylaws, however, are clear about voting in April and the AAC did have a quorum to carry out the vote.

Tom Weber nominated Mike Bruno for Chair. Seconded by Ed Young. **Approved Unanimously.**

Mike Bruno nominated Tom Weber as Vice Chair. Seconded by Ed Young. **Approved Unanimously.**

Mike Bruno nominated Ed Young as Secretary. Seconded by Tom Weber. **Approved unanimously.**

d. Airport Debt Service Update

Keith Freitas referred to an attachment in the packet.

- When he came to the Airports 15 years ago the Airport had debt of over \$6.5 million and owed the County General fund another \$1 million, mostly due to building the Byron Airport.
- As of this fall the Airport will have all debt paid off.
- Staff is now looking to the future and seeing what capital needs are to be considered that would require financing as not all projects are FAA eligible or there is insufficient FAA funding to address them.
- Interest rates are currently low so now is the time to consider these projects.
- Airport staff will be packaging projects and bringing them back to the AAC for discussion.

Ed Young asked if the weeds coming through the parking lot on John Glenn Drive were sprayed. Airport staff will check.

e. Facilitate Economic Development

Airport staff reported the Consumer Price Index (CPI) waiver was approved. Airport staff will be working with stakeholders to determine next components.

f. Tenant BBQ

The annual tenant appreciation BBQ is scheduled for May 2 from 11:30 to 2:00. Airport staff is expecting a good turn out this year.

g. Airport Staffing Levels

Keith Freitas referenced the organization chart in the packet.

- Attrition and pension issues have hit the Operations area hard.
 - Cannot start the hiring process until someone leaves; then with training time takes about 18 months to get a new Operations person in and ready to take a shift.
- Buchanan Field currently has 24 hour coverage which is much higher than normal for similar airports (usually 8 – 16 hours of coverage a day).
 - For cost and staffing levels we are likely heading towards a change to this reduced coverage level at Buchanan Field.
 - Will bring this back through the AAC and Airport Committee for discussion.
 - Sheriff's office has helicopter based here and this helps with nighttime security when they are flying.

- The regulatory side for Airports is increasing and Airport staff is looking to change Byron Operations to a Lead position due to the complexity.
- Rusty Milburn was promoted to a Lead to fill the vacancy left by Mark Grosenheider's retirement.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Next meeting is June 24, 2013.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

Airport staff gave an overview of the painting project at Buchanan Field. County Capital Projects is managing the project due to lead abatement. Project is expected to start this summer.

c. Update from Airport Business Association

Mike Bruno reported Sterling was accepted by the Employment Development Department (EDD) to get its first student, as a test, to go through the process to be a pilot.

- Estimated to have a full motion simulator installed on April 17 which should be open for use around May 1.
- Just worked with Patriot Jet Team Foundation to video the flight simulator as it would be both a marketing and a training tool.

d. AAC Announcements

Mike Bruno welcomed Ed Young to the AAC Officer's group.

e. Airport Staff Announcements

Michael Chaney, for his Eagle Scout Project, will be installing an acknowledgement monument at the public viewing plaza and a sign at the Airport clubhouse on April 27 and April 28.

FUTURE AGENDA ITEMS

Open discussion to share information amongst AAC members about getting information and giving information to those people they represent.

Next meeting scheduled for Thursday, May 9 at 10:00 am.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:15 am.

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
May 9, 2013**

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:30 a.m. at the Director of Airports' Office.

PRESENT: **Mike Bruno, Chair**, CCC Airports Business Association
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, District III
Rich Spatz, At Large 2
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1

ABSENT: **Janet Kaiser**, Diablo Valley College
Russell Roe, District II

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

**OPENING COMMENTS
BY CHAIR**

None

**PUBLIC COMMENT
PERIOD:**

Duane Allen reported that he almost clipped an illegally parked car yesterday, between the hangars (East ramp). Keith Freitas responded that Airport policy is that there is no parking in front of the hangar unless you are tending to it. Tenants should call the Airport's office when this occurs immediately so that it can be dealt with.

Rudi Raab asked tenants at the barbecue what Airport staff could do better; tenants responded they'd prefer rent to be rounded to nearest dollar rather than using cents.

Rich Spatz stated that he took his granddaughter to the Young Eagles event. He further stated that it was a really good event and well run.

APPROVAL OF MINUTES:

Moved by Rudi Raab; seconded by Tom Weber. Keith McMahon abstained. Approved unanimously.

APPROVAL OF CONSENT ITEMS:

Moved by Tom Weber; seconded by Rich Spatz. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: Review of Regional Aviation Activity Tracking Report
Keith Freitas referenced the Regional Airport Planning Committee report in packet. General information provided; regional information of most interest is shown on page 4.

- From 2007 to 2012, Oakland and San Jose airports are still below their peaks and San Francisco Airport (SFO) has grown above their peak.
- It appears that the airliners are using a business model that compels more passengers to SFO over others.
- Looking at ways and/or incentives to shift the volumes around to less busy airports (San Jose International and Oakland International).

Keith McMahon stated that San Francisco is experiencing a rise in tourism and special events which may not be spilling over to other area airports as of yet.

The statistics help to show likelihood of commercial service from Buchanan Field; even if it handled 1 million passengers that would only relieve the regional congestion by about 1%. Long term solutions could include joint use of Travis Air Force Base or another facility that can help relieve 10 – 20 % of the regional congestion. Airline trend is to move out of smaller airports to consolidate operations at larger airports.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. 75% Budget for Fiscal Year (F/Y) 2012/13

Keith Freitas reported that the Airports' budget continues to be on target; revenues are up slightly and expenditures are slightly lower than projected.

c. Facilitate Economic Development

The program to facilitate economic development will be broadened; the one-year Consumer Price Index (CPI) waiver was a good starting point. Next steps:

- Videos for marketing and then information dissemination
 - Intent is to create a sense of place/presence for the airports first and then provide connecting videos on specific topics later.

- Will work with stakeholders.
- Potential new debt service for infrastructure improvements, building enhancements and new development opportunities.

d. AAC Tenant Recognition

Tom Weber gave a reminder about the program and asked the AAC to help promote it. The AAC did receive a couple of tenant recognition nominations that were filled out at the barbecue.

e. Tenant Barbecue

The barbecue was successful with about 320 people attending.

Mike Bruno commented that the barbecue was serving its purpose well of getting people really talking to one another.

Tom Weber commented it is a good opportunity to reconnect with the tenants and to discuss airport issues. Also it is a good way to connect the tenants to one another.

f. AAC Member Communication with Appointing Body

Tom Weber commented that they were trying to get a benchmark as to how AAC members get and give information to their represented bodies. Tom further commented that District IV Supervisor's office likes to be apprised of any issues especially if they are controversial, and to have an email recap of meetings sent.

Derek Mims stated that no one at Pleasant Hill City Council has asked anything of him since he has been on the committee. Lately, there has been really nothing of major interest that affects the Pleasant Hill area.

Mike Bruno stated that he tries to put together a monthly meeting with the Airport Business Group to go over issues; attendance varies based on topics.

Rudi Raab stated he informally chats with his District's Supervisor and his Chief of Staff about issues to give feedback and get guidance.

Ronald Reagan stated there has been no input or feedback as yet. Interest of Byron Airport tenants is to attract more tenants and to get a Fixed Base Operator (FBO).

Keith McMahon stated the focus of City of Concord has shifted to other areas and needs; more informal discussions at present.

Derek Mims questioned whether they could develop a fact sheet of why the airports matter which would give the overall big picture plus key points, etc.

Cliff Glickman, Chief of Staff for District IV Supervisor, commented that the Airport is a key asset in their district and they expect their appointees to take initiative to contact them if something of importance is occurring. He also suggested AAC members asking those they represent what is expected of them.

g. Airport Staffing Levels

Keith Freitas reported this was a carryover of a discussion at the last meeting. In the Operations side:

- Had 8 employees but lost two (2) to retirement.
- Takes at least six (6) months to hire through County process, and due to training, about another 12 months to get an employee ready for full shift.
 - The hiring process cannot start until a person actually leaves; not a funding issue but a timing and training issue.
- Due to staffing changes it is likely that 24/7 coverage at Buchanan Field likely cannot be sustained; too much overtime for employees (too draining).
- Confirmed with comparable airports (Napa, Livermore, Reid Hillview) that they do not have 24/7 coverage.
- Goal is to have staff at a minimum of 7 am to 10 pm daily at Buchanan Field.

Derek Mims asked about having a training pipeline. Airport staff responded:

- Currently assessing all options but there are financial considerations to be evaluated.
- Also looking at all employment classifications to increase staffing levels.

Ronald Reagan questioned why it was necessary to wait until a person is gone to start the process for replacement. Airport staff responded that the County process is not that flexible and that the public hiring process is more complicated than that for the private sector.

Rudi Raab stated that other County departments do succession planning in advance of changing.

Keith Freitas stated that the Airports have tried a variety of thing like extending the employment list but that did not work; have been exploring all options. The tradeoff cost of hiring excess staff in advance is not having funds available for necessary maintenance activities.

The AAC voiced their desire to support the Airports' actions and needs.

Mike Bruno stated that a loss of staff at night may not be a loss for the airport users, especially if they can hire at lower levels and use staff more where needed.

Ed Young questioned whether a security position could be used rather than an operations position. Keith Freitas responded that he had talked to the Sheriff and their program is more than or equal to in costs to an Operations position. Airport staff is looking at all opportunities like security cameras, lighting, motion detectors, etc.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Next meeting is tentatively scheduled for June 24, 2013.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

- Experimental Aircraft Association (EAA) Young Eagles – 3rd Saturday of the month through September.
- Collings Foundation – June 7 through June 9
- Eagle Scout Project – Sign at clubhouse and monument at public viewing plaza has been installed.

c. Update from Airport Business Association

Mike Bruno reported a full motion simulator was installed and is open for use.

- An invitation was made to come and try it; the invitation was well received.
- The simulator is anticipated to be an active tool.

d. AAC Announcements

Tom Weber reported the Airport Land Use Commission (ALUC) meeting scheduled for May was cancelled.

- A special meeting will likely be held for a land use application that is coming through.
- Contra Costa Sanitary District (CCSD) property update:
 - CCSD's consultant, ESA, put together a broad plan but with little detail that was sent to the Federal Aviation Administration (FAA).

Mike Bruno stated that he had talked with CCSD staff at the barbecue and got the impression they were not clear on what they are going to do at this time.

- Goal is to use the property and be a good neighbor.

Tom Weber also commented that CCSD also does not want to take on any unnecessary liability.

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

None

Next meeting scheduled for Thursday, June 13 at 10:00 am.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:26 am.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday May 6, 2013 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Kevin Bouillon	Joel Bryant-President	Cheryl Morgan
Greg Cooper	Ronald Johansen-Vice President	Stephen Smith
Robert Kenny	Jonathan Michaelson	Joe Young

Preceded by a Special Closed Session Meeting at 6:00 P.M., 3231 Main Street, Oakley

6:00 P.M. – Call to Order and Adjourn to Closed Session on the following matters: -
(6:00 P.M.)

1. CONFERENCE WITH LABOR NEGOTIATOR
pursuant to Government Code Section 54957.6
Agency designated representative: Board President and Vice President
Employee Organizations: International Association of Fire Fighters, Local 1230,
East County Fire Fighters Association (Reserves), Unrepresented Management.

RECONVENE TO OPEN SESSION – 3231 Main Street, Oakley - (6:37 P.M.)

Report from closed session: Item 1 - Direction given to staff

CALL TO ORDER- (6:37 P.M.)

PLEDGE OF ALLEGIANCE- (6:38 P.M.)

ROLL CALL- (6:38 P.M.) Directors Present: Bouillon, Bryant, Cooper, Johansen, Kenny,
Michaelson, Morgan, Smith, Young
Directors Absent:

PRESENTATIONS- (6:40 P.M.)

- A.1 Introduction of New Firefighters
- A.2 Administration of Oath of Office and Badge Pinning for Newly Promoted Engineers.

PUBLIC COMMENTS - (6:55 P.M.)

There was one Public Speaker – Mark Whitlock

CONSENT CALENDAR- (6:59 P.M.)

C.1 Approve minutes from April 1, 2013 Regular Board of Directors Meeting.

C.2 Approve minutes from April 24, 2013 Special Board of Directors Meeting

Motion by: Director Young to approve Consent Calendar Item C.1 & C.2

Second by: Director Smith

Vote: Motion carried 9:0:

PUBLIC HEARINGS

NONE

DISCUSSION ITEMS

D.1 Adopt Policy on Disposition of Surplus District Real Property.

(6:59 P.M.)

Motion by: Director Young to Adopt Policy on Disposition of Surplus District Real Property.

Second by: Director Morgan

Vote: Motion carried 9:0

Adopt Policy on Disposition of Surplus District Real Property with the proposed Amendments brought forward by Director Smith.

Proposed Amendments brought forward by Director Smith:.

“AMEND Section 5.a. to include before the two instances of the words “employee” the words “Directors or””

“AMEND Section 5.a. vi. to replace the phrase “Capital Assets Funds” with Capital Improvement Fund,””

“AMEND the fourth paragraph under Real Estate to include before the two instances of the word “employees” the words “Directors or””

“Add a paragraph under Real Estate to state: “Revenue from the sale of surplus real property shall be returned to the Capital Improvement Fund.””

Motion by: Director Young to Adopt Policy on Disposition of Surplus District Real Property with the proposed Amendments brought forward by Director Smith.

Second by: Director Michaelson

Vote: Motion carried 8:1

There were no Public Speakers

D.2 Receive update on Current Housing Arrangements for AMR's Quick Response Vehicles.
(7:15 P.M.)

There were no Public Speakers

D.3 Adopt Policy for Formation of Board Subcommittees and Appoint Directors to Subcommittees
(7:33 P.M.)

Motion by: Director Young to Adopt Policy for Formation of Board Subcommittees.

Second by: Director Cooper

Vote: Motion carried 9:0

Motion by: Director Bryant to Appoint Directors to Subcommittees

Second by: Director Smith

Vote: Motion carried 9:0

There were no Public Speakers

D.4 Discuss District Goals and Objectives for 2013
(7:45 P.M.)

There were no Public Speakers

D.5 Operational update for April 2013
(7:45 P.M.)

There was one Public Speaker - Vince Wells

INFORMATIONAL STAFF REPORTS

NONE

DIRECTORS' COMMENTS - (8:20P.M.)

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS- (8:20P.M.)

Director Smith requested that an EMS Ad-Hoc committee be formed.

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: June 3, 2013
(8:29 P.M.)

**Motion by: Director Bryant to adjourn to the next regular board meeting
scheduled: June 3, 2013**

Second by: Director Johansen

Vote: Motion carried 9:0:



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday June 03, 2013 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS

Kevin Bouillon
Greg Cooper
Robert Kenny

Joel Bryant-President
Ronald Johansen-Vice President
Jonathan Michaelson

Cheryl Morgan
Stephen Smith
Joe Young

CALL TO ORDER - (6:30P.M.)

PLEDGE OF ALLEGIANCE- (6:30 P.M.)

ROLL CALL- (6:31 P.M.) Directors Present: Bryant, Kenny, Michaelson, Morgan, Smith, Young
Directors Absent: Bouillon, Cooper, Johansen,

PUBLIC COMMENTS- (6:32 P.M.)

There were two Public Speakers – Mark Whitlock, Kiley Burns

CONSENT CALENDAR- (6:40 P.M.)

- C.1*** Approve minutes from May 6, 2013 Regular Board of Directors Meeting.
- C.2** Adopt a resolution approving the continuation of various ECCFPD Administrative Services provided by Contra Costa County for FY 2013-14
- C.3** Approve Cal Fire Amador Contract for Fiscal Year 2013-14
- C.4** Adopt a resolution approving the continuation of various Prevention and Investigation Services provided by Contra Costa County Fire for FY 2013-14
- C.5** Approve a Professional Services Agreement for Information Technology Services for FY 2013-14.

Motion by: Director Young to approve Consent Calendar Item C.2, C.3, C.4 & C.5

Second by: Director Kenny

Vote: Motion carried 6:0

***C.1 was pulled by Director Smith to reflect amendments approved at the May 6, 2013 Board of Director Meeting regarding item D.1**

DISCUSSION ITEMS

D.1 Discuss options for legal services
(6:34P.M.)

There were no Public Speakers –

PUBLIC HEARINGS

(6:47 P.M.)

PH.1 Adopt Fiscal Year 2013-14 Preliminary Operating Budget.

There were no Public Speakers

Motion by: Director Young to Adopt Fiscal Year 2013-14 Preliminary Operating Budget.

Second by: Director Smith

Vote Motion carried 6:0

INFORMATIONAL STAFF REPORTS

(7:00 P.M.)

1. Operational update for May 2013
2. Contra Costa County EMS study
3. Update from first meeting of the Ad-Hoc Committee for Future Staffing Models.

DIRECTORS' COMMENTS

(7:13 P.M.)

- Director Bryant gave thanks to all the firefighters for all the hard work during a very busy month.
- Director Kenny gave details of an upcoming fund raiser for Ben Whitener.
- Director Smith commented on the new Grand Jury Report #1306 – “County EMS and Fire Services

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

(7:17 P.M.)

Director Bryant requested a future agenda item – to discuss requesting budgets from other Public Service Providers / costs to provide services.

Adjourn to Closed Session on the following matters:
(7:19 P.M.)

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency designated representative: Board President and Vice President
Employee Organizations: International Association of Fire Fighters, Local 1230,
East County Fire Fighters Association (Reserves), Unrepresented Management.

RECONVENE TO OPEN SESSION:
(7:45 P.M.)

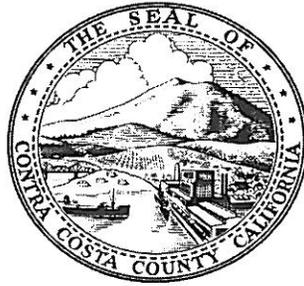
Report from closed session: Item 1 - Direction given to Staff & Negotiator

ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: July 1, 2013
(7:46 P.M.)

**Motion by: Director Bryant to adjourn to the next regular board meeting
scheduled: July 1, 2013**

Byron Municipal Advisory Council

*Not Recorded



Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
3361 Walnut Blvd. Suite 140
Brentwood, CA 94513
925-240-7260

Respectfully submitted by: _____

DRAFT

The Byron Municipal Advisory Council serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

Record of Actions

Meeting start time: 6:00 p.m.

Thursday, May 23, 2013

- 1.) Meeting called to order by Chair Juarez at 6:00p.m. Vice Chair Schmit and Councilmember Beltran absent.
- 2.) **Public Comment:** No Public Comment Received.
- 3.) **Review of Record of Actions of 4-25-13 meeting:** Councilmember Lopez made a motion to accept the Record of Actions as prepared. Second made by Councilmember Larsen. Motion carried 3-0.
- 4.) **Agency Reports**
 - a.) **East Contra Costa Fire Protection District:** No Report
 - b.) **Contra Costa County Sheriff's Department:** Lt. Johnson discussed the previous months statistics and reported a lowering of minor property crimes and petty theft.
 - c.) **California Highway Patrol:** No Report
 - d.) **Office of Supervisor Mary N. Piepho:** Field Representative Cornell provided an update on the following items: distributed materials from the April 30 Advisory Training; distributed copies of the Vet Con 2013 event flyer; provided information regarding Valley Fever; provided follow-up information regarding the FEMA CRS rating; provided copies of a recent Sierra Club of California to Governor Brown regarding the BDCP; provided handouts from a recent TriLink meeting.
- 5.) **Items for Discussion and/or Action**
 - a.) **Discuss 2013 Clean-Up Day:** Volunteer schedule discussed for the event. Councilmember Lopez is the lead for the event. Mailers sent in May and additional mailers scheduled to be sent in June to the community.
 - b.) **Discuss HeartSafe Communities:** Discussion of continuing to promote the program in the community.
 - c.) **Discuss Traffic Concerns on Main Street:** Discussion of request from previous meeting about the installation of speed humps on Main Street. Update from Field Representative Cornell from Public Works staff that speed humps are not recommended for this area. Discussion by Byron MAC members that they also do not want speed humps on Main Street.
- 6.) **Correspondence Key: R= Received S= Sent**
 - a. R-5/6/13 Contra Costa County Zoning Administrator Agenda for Monday, May 6, 2013
 - b. R-5/8/13 Contra Costa Local Agency Formation Commission Meeting Agenda for May 8, 2013
 - c. R-5/9/13 Supervisor Piepho regarding Camino Diablo/Byron Highway Intersection project
 - d. R-5/14/13 Contra Costa County Planning Commission Agenda for May 14, 2013
 - e. R- 5/28/13 Contra Costa County Planning Commission Cancellation Notice for May 28, 2013
- 7.) **Councilmember Comment/Future Agenda Item:** Councilmember Lopez discussed his attendance at the recent TriLink meetings.
- 8.) Adjourned at 6:23a.m. to next meeting scheduled for June 20, 2013 at 6:00p.m.

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.



No Back Up
Documentation
For Agenda Item # 0



No Back Up
Documentation
For Agenda Item # P